



GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS

CAREER OPPORTUNITY

**APPOINTMENT OF CHIEF EXECUTIVE OFFICER FOR
PAKISTAN RAILWAYS ADVISORY AND CONSULTANCY
SERVICES (PRACS) (PUBLIC) LTD**

Ministry of Railways have opportunities for suitably qualified, experienced professionals to serve in the above captioned subsidiary companies of Pakistan Railways against the following posts for appointment on contract basis as per terms and condition of contract for the period of three years:-

Sr. No.	Description of the Post	No. of posts	Salary /Pay Package	Required Educational Qualification and Experience	Age Limit
1)	Chief Executive Officer, Pakistan Railways Advisory and Consultancy Services (PRACS) (Public) Ltd	1 (one)	Market based/ Negotiable	Ph.D in relevant subject(s) from HEC recognized university with 14 years-professional experience OR Masters in relevant subject(s)(such as Masters in Transport related disciplines, MBA / CA/ M.Com or equivalent) from HEC recognized university with 18 years experience in relevant field like manufacturing, mining, science, technology, agriculture, social science, or any other field commensurate to the job or chief executive or at a senior management level in similar organizations that have commercial attributes or the level of member of governing body of a professional institute or as a head of department	Max=62

- The Articles of Association and Memorandum of Association provide guidelines for the nature of assignment. These may be reviewed on Ministry of Railways' website.
- The appointment will be on contract basis initially for a period of **three (03)** years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
- Other perks, privileges, Job Description, Eligibility Criteria & terms and conditions can be seen on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk
- Candidates should have relevant experience of working in multi discipline large organizations requiring highly challenging and transformational environment with proven track record of success and achievement.
- Applications on prescribed format (available on our websites) alongwith complete CV, passport size photograph should reach at the address given below, during working hours within 15 days of this advertisement through courier or e-mail on estabdirector@gmail.com (soft copy on prescribed format). Incomplete applications will not be considered.
- Only short listed candidates shall be called for interview.

Director Establishment
Room No. 339, Ministry of Railways,
3rd Floor, Block-D, Pak-Secretariat,
Islamabad.
PH: 051-9203068
estabdirector@gmail.com

JOB DESCRIPTION OF CEO, PRACS

Duties & Responsibilities

- Management of the affairs of the company subject to the control and directions of Board of Directors (BoD).
- Execution of all deeds, assurances, surrenders, agreements, contracts, instruments and other documents for and on behalf of the company.
- Performance of all human resource management functions with respect to appointment, employment, discharge, re-employment or replacement of solicitors, advocates, pleaders, or legal advisors, bankers, workmen and other servants and employees with such powers and duties and upon such terms as to duration of employment, remunerations, subject to control and supervision of Board of Directors and relevant rules & policies of the government.
- Exercise of financial powers as to sanction/approval of funds in connection with daytoday business affairs of the company subject to restrictions imposed by Board of Directors, if any.
- Develop high quality business strategies and plans ensuring their alignment with objects of the company.
- Lead and motivate subordinates to advance employee engagement and develop a high performing managerial team.
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall objects of the company.
- Make high-quality investing decisions to advance the business and increase profits.
- Enforce adherence to legal guidelines as provided by Corporate Governance Rules and Companies Act, 2017.
- Review financial and non-financial reports to devise solutions or improvements.
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders.
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth.
- Maintain a deep knowledge of the markets and industry of the company.

Requirements

- Proven experience as **CEO** or in other managerial position.
- Experience in developing profitable strategies and implementing vision.
- Strong understanding of corporate finance and performance management principles.

- Familiarity with diverse business functions such as marketing, PR, finance etc.
- In-depth knowledge of corporate governance and general management best practices.
- An entrepreneurial mindset with outstanding organizational and leadership skills.
- Analytical abilities and problem solving skills.
- Excellent communication and public speaking skill.

Qualification

- Qualification for Chief Executive Officer, Pakistan Railways Advisory and Consultancy Services of Pakistan Railways (**PRACS**) Ltd is **Ph.D** in relevant subject(s) from HEC recognized university with **14 years**-professional experience

OR

- **Masters** in relevant subject(s) (such as Masters in Transport related disciplines, MBA / CA/ M.Com or equivalent) from HEC recognized university with **18 years** experience in relevant field like or any other field commensurate to the job or chief executive or at a senior management level in similar organizations that have commercial attributes or the level of member of governing body of a professional institute or as a head of department.

Annexure "A"

**APPLICATION FORM FOR THE POST OF CHIEF EXECUTIVE OF
PUBLIC SECTOR COMPANY**



(Photograph)

1. Post applied for _____

2. Name _____

3. Father's Name _____

4. Date of Birth _____

5. Nationality _____

6. CNIC No. _____

7. National Tax No. _____

8. Full Mailing address (with Telephone-landline & Mobile No. and E-Mail address)

9. Educational & Professional Qualification (From Graduation)

S.No.	Course	Subjects	University/Institute	Year of Passing	Division/Class
1.					
2.					
3.					

10. Work Experience

S.No.	Organization	Post Held	Period		Nature of work/Area of Specialization
			From	To	
1.					
2.					
3.					
4.					

11. Fitness and propriety for the job in line with the Fit and Proper Criteria (not more than 500 words):

12. Strategic vision for improving the performance and financial position as the potential chief executive of the public sector company (not more than 500 words):

13. Directorship in other companies:

(a) Past (during last five years) _____

(b) Present _____

Signature:

Full Name (in Block Letters),
Designation, NIC Number,
and Full Address

Date _____

(Note: Any information not provided will render the application incomplete and liable for rejection.)

Annexure "B"

**DECLARATION TO ACCOMPANY THE APPLICATION FORM FOR THE POST OF
CHIEF EXECUTIVE OF PUBLIC SECTOR COMPANY**

i. I son of, holder of CNIC No..... hereby declare that I am not ineligible to act as a Chief Executive in terms of the Fit and Proper Criteria issued by the Securities and Exchange Commission of Pakistan vide the Public Sector Companies (Appointment of Chief Executive) Guidelines, 2015 as required in terms of the Public Sector Companies (Corporate Governance) Rules 2013, or any other relevant provisions of the Companies Ordinance, 1984; and

ii. I further declare that I am not suffering from any present or perceived conflict of interests, which would interfere with the exercise of independent judgment when acting in the capacity of chief executive of the company, and would be disadvantageous to the interests of the public sector company.

Signature:

Full Name (in Block Letters),
Designation, NIC Number,
and Full Address

Date:

Place:



Witness to the signature:

Signature:

Full Name, Father's/ Husband's
Name (in Block Letters)
NIC Number, Occupation
Full Address

Note: To be made on stamp paper of requisite amount duly verified by Oath Commissioner

[CLD/RD/ROC/CG/2004]

(Muhammad Siddique)
Registrar of Companies