



COMPANY SECRETARY REQUIRED



The Lahore Garment City Company (LGCC) is a project of Ministry of Commerce and was incorporated on 16th September 2004 under Section 42 of Companies Ordinance, 1984, now Companies Act 2017. LGCC an approved non-profit organization under Section 2(36) of the Income Tax Ordinance 2001. LGCC is owned by the Federal Government of Pakistan. It operates under the administrative control of the Ministry of Commerce, (Textile Wing) Government of Pakistan. The company's governance structure includes a Board of Directors responsible for decision-making and strategic planning. The central objective of the Project is to reduce capital outlay of garment manufacturers and provide fully compliant state-of-the-art infrastructure which meets all international compliance criterion for exports of value-added garments from the country.

LGCC invites applications for the following position on One (01) year contract basis which may be extendable based on performance.

| Job Title | Company Secretary |
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| Qualification | <p>a) Member of a recognized body of Corporate or chartered secretaries (ICSP) or b) Member of recognized body of professional accountants (ICAP/ICMAP) or c) A person holding Master degree in Business Administration / Commerce or being a law graduate or equivalent qualification from an HEC recognized University.</p> <p>The candidate must meet the Fit & Proper Criteria specified by the SECP for appointment in Public Sector Companies.</p> |
| Experience | <p>Minimum 15 years of relevant work experience is required preferred who have at least 10 years working experience as Company Secretary in Public Sector Company. or Experience in Public Ltd Company incorporated in SECP / Public Sector Company incorporated under section 42 & Autonomous Body etc.</p> |
| Areas of Expertise | <ul style="list-style-type: none">• Proficient with the provisions of the Companies Act, 2017, Public Sector Companies (Corporate Governance) Rules, 2013, and SOEs Ownership and Management Policy 2023, other relevant laws, Rules & Regulations applicable to the Company.• Proficient to prepare agenda and working papers for AGM, BOD meetings and Committee meetings and also draft minutes and resolutions for such meetings.• Able to liaise effectively with regulatory bodies and ensure that the affairs of the Company are managed in accordance with the applicable laws, rules & regulations including the Company's constitutive documents and Company rules / policies.• Provide expert advice to the Board on Corporate Governance, legal framework and regulatory requirements.• Strong Communication, Organizational and interpersonal skills and proficiency in legal drafting and Corporate documentations. |
| Salary | Market based Salary package with other benefits in accordance with the Company HR policy. |
| Age Limit | Maximum age (55) years at the time of appointment. |
| Nationality | Only Pakistani National |

Note:

- Interested applicants should send their detailed CV along with attested copies of all educational and professional documents, CNIC and recent passport size photograph to the address below within 15 days of the publication of this advertisement.
- Incomplete applications or the applications received after the expiry date will not be entertained.
- The company reserves the rights to accept or reject any or all applications without assigning any reason.
- Only shortlisted candidates will be called for an interview.
- Lahore Garment City Company is an equal opportunity for female candidates encouraged to apply
- No TA/DA will be admissible for the interview.
- Advertisement may also be downloaded from LGCC website: www.lgcc.org.pk

Lahore Garment City Company

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