



COMPANY SECRETARY REQUIRED



The Lahore Garment City Company (LGCC) Ministry of Commerce and was incorporated on 16th September 2004 under Section 42 of Companies Ordinance, 1984, now Companies Act 2017. LGCC is 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.

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

Job Title	Company Secretary
Qualification	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 / M.Com or being a law graduate from an HEC recognized University.
Experience	05 years relevant experience as Company Secretary in Public Company (whether listed or unlisted Public)
Areas of Expertise	• 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. • 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 application.
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
Ministry of Commerce (Textile Wing)
Government of Pakistan**

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