

# Lahore Knowledge Park



## Career Opportunities

- The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization duly registered with the SECP u/s Section-42 (not-for-profit) of the Companies Ordinance 1984.

LKPC wishes to hire a team of highly qualified professionals on the following positions:

S/No.	Posts	No. of posts	Description
1	GM HR, Admin & Procurement	1	Masters or equivalent with specialized in HRM, experience of 10 years (minimum) of similar position, well versed with HR Management, Administration (Security, Transport & Coordination) and Procurement (PPRA Rules, Planning & Budgeting).
2	Chief Internal Auditor	1	FCA/FCMA or equivalent, experience of 10 years (minimum) of similar position, well versed with the overall control on audit, operational policies compliances, procedures and regulations.
3	Manager Admin. & Procurement	1	Masters or equivalent with experience of 7 to 10 years of similar position, well versed with the PPRA Rules, Corporate Governance Rules 2014 and able to look after the administrative affairs of the Company. The person having experience of evaluation of bids will be preferred.
4	Manager, Finance	1	ACA /ACMA /ACCA qualified with minimum 5 to 7 years of experience in corporate accounts, financial/treasury management, risk management and financial analysis expertise, sensitivity analysis & financial modelling and knowledge of corporate rules & related issues. (Candidates with financial analytical experience in government organization will be preferred)
5	Manager, Legal	1	Law Graduate with 5-7 years of experience in handling civil/criminal litigation and corporate matters. (Foreign Graduates and experience holders of Government Organization shall be given preference) (High Court License and certificate copy of Punjab Bar Council to Appear, Act and Plead as an Advocate of the High Court are hereby required)
6	Manager, Departmental Coordination	1	Masters or equivalent with experience of 8 to 10 years of similar position, well versed with development of PC-1s, PPRA and planning & development activity of projects. Strong experience in developmental coordination with different government departments is required.
7	Deputy Manager, Departmental Coordination	1	Graduate or equivalent with experience of 6 to 8 years of similar position, well versed with development of PC-1s & PPRA. Strong experience in coordination with different government departments is required.
8	Deputy Manager, Compliance (Procurement)	1	Retired Audit officer from Public Sector Organization having experience in the fields of procurement process preferably with the experience of auditing, budgeting and accounting.
9	Executive Secretary	2	Graduate with experience of 3 to 5 years of similar position, candidates with good English language skills to be preferred.
10	Procurement Officer	1	Graduate with experience of 3 to 5 years of similar position.
11	Security Supervisor	1	Experience of 3 to 5 years of similar position.
12	Site Supervisor	1	Well versed with matters relating to land management and land records with experience of 10 years of similar position and experience with a government organization to be preferred.
13	Telephone Operator / Cum Receptionist	1	Graduate with experience of 3 years of similar position.
14	Office Assistants	8	Graduate with experience of 3 to 5 years of similar position.
15	Drivers	4	Experience of 3 to 5 years of similar position plus having LTV Licence.
16	Peon	3	Matric with experience of 3 to 5 years of similar position.

Market-based remuneration will be offered to the successful candidates. Applications should include an updated CV clearly setting out the candidates' suitability for the position. Candidates shall provide a hard copy of their CV at the below mentioned mailing address within **fifteen days of the publication of this advertisement**.



Additional Secretary (P&B),  
Higher Education Department,  
Punjab Civil Secretariat, Lower Mall,  
Lahore, Pakistan  
Tel: +9242 99210034, 99210037,  
Fax: +9242 99210038

[www.hed.punjab.gov.pk](http://www.hed.punjab.gov.pk)

# Lahore Knowledge Park



## Career Opportunities

The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization duly registered with the SECP u/s Section-42 (not-for-profit) of the Companies Ordinance 1984.

LKPC wishes to appoint the following key personnel:

### Chief Executive Officer (CEO)

#### Responsibilities:

- Give direction and leadership toward the achievement of the organization's vision, mission, strategy and its objectives.
- Identify opportunities for LKP's clusters and growth zones.
- Develop and recommend corporate strategies, business and financial plans for the approval of the Board of Directors.
- Provide strategic input to the heads of all the wings for effective operations and provide oversight of all activities to ensure a smoothly functioning and efficient organization.
- Promote LKPC to local, regional, national, and international constituencies.
- Manage the operations of the business in accordance with the strategic direction set by the Board and within operational policies as determined by the Board in relation to the conduct of business.
- Conduct strategic liaison with the government for the development and promotion of LKP.

#### Education and Experience:

- Masters Degree in Business Administration or equivalent.
- At least ten years' experience in senior management position; preferably in fields related to Education and having experience of handling large scale projects locally and / or internationally.

### Chief Operating Officer (COO)

#### Responsibilities:

- As COO of the company, take a lead role in developing the short, medium and long term business plans and strategy, in line with the vision and mission of the Company.
- Ensure that the company moves towards its goals and targets as defined by the Board of Directors of the Company.
- Integrate all the business units by developing their periodic plans and ensure their effective implementation for a continued and sustainable business model.
- Review corporate policies relating to compliance with laws and regulations and ensure ethical business practices.
- Interact with respective corporate and allied departments to ensure compliance with fiscal and governmental reporting requirements including industry regulations i.e. environment, building guidelines, higher education, science and technology, trade, commerce and investment.
- Responsible for assisting the CEO.

#### Education and Experience:

- Masters Degree or equivalent.
- At least ten to twelve years' experience.

Market-based remuneration will be offered to the successful candidates. Applications should include an updated CV clearly setting out the candidates' suitability for the position. Candidates shall provide a hard copy of their CV at the below mentioned mailing address **within fifteen days of the publication of this advertisement.**



Additional Secretary (P&B),  
Higher Education Department,  
Punjab Civil Secretariat, Lower Mall,  
Lahore, Pakistan  
Tel: +9242 99210034, 99210037,  
Fax: +9242 99210038

[www.hed.punjab.gov.pk](http://www.hed.punjab.gov.pk)