

# CHIEF EXECUTIVE OFFICER

**REPORTS TO:** Board of Directors

**PAY SCALE:**

## *JOB SUMMARY*

---

Being CEO of the PAAK PEKHAWAR LIMITED (hereinafter called as COMPANY). s/he will be responsible for all operations including the management and financial aspects ensuring that all rules, regulations and principles of the COMPANY are fully adhered to. S/he will be responsible for defined results, operations, efficiency, transparency and accountability before the Board of Directors and shall be governed by the terms and conditions as may be determined and approved by the Board of Directors from time to time.

## *Duties and responsibilities*

---

1. Take lead role in operationalization of the company by
  - a. Finalization of recruitment with BoD and other senior management as deemed by rules
  - b. Acquisition of assets (movable & immovable) from existing service providers to Company
  - c. Smooth transfer of staff from existing
  - d.
2. Properly administer the affairs, funds and resources of COMPANY.
3. To make, draw, endorse, sign, accept, negotiate and give all cheques, bills of lading, drafts, orders, bills of exchange, promissory notes and other negotiable instruments as may be required by and be in the interest of the COMPANY.
4. To secure the fulfilment of any contract, agreement or engagement entered into by COMPANY by mortgaging or charging of all or any of the properties of the COMPANY from time to time on in such manner as he may think fit in the interest of the COMPANY.
5. To appoint, at his discretion, promote, transfer, remove or suspend managers, secretaries, officers, clerks and employees, either permanent or temporary, as he may think fit and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as he thinks fit.
6. To prescribe the duties of all the employees and staff of the COMPANY.

7. To institute, conduct, defend or abandon any legal proceedings by or against the COMPANY or its officer or otherwise concerning the affairs of the COMPANY and also to compound and allow time for payment or satisfaction of any debt due and of any claims or demand by or against the COMPANY and for the purpose to appoint advocate(s).
8. To refer any claims or demands by or against the COMPANY to arbitration and observe and perform the awards.
9. For exercising supervision and disciplinary control over the work and conduct of all employees of the COMPANY.
10. For coordinating and exercising general supervision over all the activities of the COMPANY.
11. Responsible to meet with Government of KP, Donor partners, and update them on COMPANY's performance.
12. For any other task as may be delegated by the Board.
13. The MD may in writing delegate such of his powers as he may consider necessary to any officer of the COMPANY.

### *Qualification and Experience*

---

Be a Pakistani; Masters Degree with 6 years of working experience or having at-least Bachelor's degree with minimum of 15 years of working experience in the relevant field.

At least 2 – 3 years on a similar position and expertise in financial management, personnel management, public and donors' relations, monitoring and evaluation, operation management and information and evaluation system preferably in managing operations involving multiple stakeholders. Proven track record of managing and successfully implementing large-scale local governance projects will be preferred.

Capable to work in a highly demanding environment and under extreme deadlines while demonstrating highest level of responsibility and leadership. Must be able to communicate effectively with staff at all levels of the organization and be outgoing and comfortable in handling external relations at all levels, including senior most levels of Government and the COMPANY.

### *Language and Other Requirements*

---

He must possess expert level written and verbal communication skills in Urdu & English and perform as an effective team leader. Good command of Pashto language would be an added advantage.

Being part of a dynamic team, he must be able to perform effectively as a good team leader / member and equally capable to undertake independent assignments.

Should be able to project a positive image and should be ready to take on a wide range of tasks to create an enabling environment for the working of the COMPANY.