

ROLES, RESPONSIBILITIES & JOB DESCRIPTION

DIRECTOR GENERAL (ADMIN & FINANCE/LEGAL/POST PRIVATISATION)

1. Responsible for Personnel management, General administration, Financial Management, Coordination, and other policy implementation matters
2. Responsible for coordination with others Ministries/ Divisions/ Organizations
3. Responsible for compilation of audit related observations and coordination with the AG Office for resolution at appropriate forums i.e. DAC/ PAC
4. Capacity building of personnel of PC to ensure efficient service delivery
5. To coordinate and ensure periodic schedule meetings of the competent forums i.e. CCI, Cabinet, CCOP, PC Board and National/Senate Standing Committees
6. Responsible to identify requirement of professionals to be hired at a particular point in time/ transaction
7. Devising terms of reference of consultants/consultancy services as per the requirement of PC
8. To oversee performance of staff/ professionals through appropriate mechanism/ procedures for perusal of the senior management
9. Responsible to devise oversight mechanism against any fraudulent / corrupt practices committed by any official of PC
10. To ensure the policy/ decision implementation of the competent forums in a timely manner.
11. To lead the process of vetting of contracts/agreements, legal opinions in relation to appointment of Financial Advisers or any other case referred to by other Wings of the Privatisation Commission or other officers of the Legal Section.
12. Advising and assisting the Privatisation Commission on all legal matters and issues arising prior to and post privatisation.
13. Devising the senior Government officers and the Consultants on all corporate/legal matters relating to any transaction and the entity to be privatized.
14. Advising and responding to all corporate/legal queries of bidders.
15. Advising on all day today corporate related legal issues arising within the Privatisation Commission.
16. Any other task assigned by the Secretary

DIRECTOR (ADMIN.)

1. Initiating cases related to appointments, promotion, posting, transfer of officers and staff of Privatisation Commission
2. Initiating process of appointment of Consultants / Transaction Managers
3. Up-keeping and maintenance of office Premises
4. Provision of facilities to the officers, consultants and staff members for smooth functioning of the office
5. Purchase / maintenance of Vehicles
6. Human resource management
7. Procurement and disbursement of amenities
8. Hiring of residential accommodation for the employees
9. Procurement, management and maintenance of machinery / equipment and furniture / fixture etc
10. Management and maintenance of telecommunication facilities
11. Uninterrupted supply of utilities in the office premises
12. Organizing the official functions, including meetings, conferences and seminars etc
13. Parliamentary Business
14. Signatory of cheques of Fund Account, Commission Account and letters to banks etc
15. Signatory of AFFIDEVITS / Attorneys etc on behalf of Privatisation Commission
16. Drafting of HR Related Rules / Regulations under Privatisation Commission Ordinance, 2000 and their processing for approval and notification
17. Any other assignment given by the seniors.

DIRECTOR GENERAL (POWER) & DIRECTOR GENERAL (BANKING & UTILITIES)

1. Supervision of official work of Power section
 2. Coordination with Govt. Entities as well as competent forum i.e. PC Board, CCOP, CCI etc
 3. To ensure compliance of relevant rules/ regulations in hiring consulting services for accomplishment of task entrusted to PC by the relevant competent forum
 4. To exercise due diligence in need assessment for hiring of individual consultants to enhance the capacity of the organization as per the requirement
 5. Provide guidance/input in drafting EOI, RFP and contract documents for hiring of financial advisors
 6. To devise a monitoring/oversight mechanism to ensure timely, economical and effective accomplishment of privatisation processes in a transparent manner
 7. Suggest improvement in the regulations to bring them in line with prevalent laws/rules and international best practices to make the regulatory framework on privatisation more effective and efficient
 8. To oversee the post privatisation issues including outstanding dues and submit periodic report to the senior management
 9. To identify risk factors in the privatisation processes keeping in view the overall national and international involvement
- To keep data of relevant public sector entities in coordination with line ministries

DIRECTOR GENERAL (REAL ESTATE/INDUSTRIES & TRANSPORT)

1. Supervision of official work of I & T Section
2. Coordination with Govt. Entities as well as competent forum i.e. PC Board, CCOP, CCI etc
3. To ensure compliance of relevant rules/ regulations in hiring consulting services for accomplishment of task entrusted to PC by the relevant competent forum
4. To exercise due diligence in need assessment for hiring of individual consultants to enhance the capacity of the organization as per the requirement
5. Provide guidance/input in drafting EOI, RFP and contract documents for hiring of financial advisors
6. To devise a monitoring/oversight mechanism to ensure timely, economical and effective accomplishment of privatisation processes in a transparent manner
7. Suggest improvement in the regulations to bring them in line with prevalent laws/rules and international best practices to make the regulatory framework on privatisation more effective and efficient
8. To oversee the post privatisation issues including outstanding dues and submit periodic report to the senior management
9. To identify risk factors in the privatisation processes keeping in view the overall national and international involvement
10. To keep data of relevant public sector entities in coordination with line ministries
11. To identify requirement of legal services on case to case basis and suggest measures to address such issues.
12. To Act as Incharge of Asset Management Cell.
13. Implementation of Cabinet decision relating to the collection of details on the disposal of Assets/Properties.
14. Disposal of Assets /Properties identified by the Ministries / Divisions concerned on receipt of complete information.

DRAWING & DISBURSING OFFICER

1. Preparation of monthly Pay roll in respect of Officers/Staff of Privatisation Commission.
2. Payment of Salaries to the Officers/Staff of PC through Bank Advices.
3. Maintenance of CP Fund in respect of Officials of Privatisation Commission.
4. Processing of TA/DA and other claims of Officers/Staff of Privatisation Commission.
5. Preparation of annual Budget Estimates for Privatisation Commission and expenditure out of it.
6. Release of funds from Finance Division on quarterly basis.
7. Reconciliation of accounts with AGPR/Bank.
8. Maintenance of Cash Book.
9. Preparation of monthly/annual expenditure statements.
10. Preparation of Challans for GP Fund, Pension Contribution etc. in respect officers/officials working on deputation for deposit in National Bank of Pakistan

DEPUTY DIRECTOR (ADMN), PC

1. Administrative affairs of PC
2. Maintenance of Personal record of Officers, Consultants and Officials of PC
3. Maintenance of Official records of PC
4. Maintenance of leave record of Employees and Consultants of PC

DEPUTY DIRECTOR (SERVICE), PC

- 1.Maintenance of Office building
- 2.Maintenance of Official Vehicles
- 3.General administration of Stores, Procurement, Supplies, Staff cars, Computers, Equipments, Furniture, Telephone and issues of utilities.
- 4.Issuance of sanctions for expenditure
- 5.Logistic arrangements of PC Board and other meetings.
- 6.Processing for Printing of Publications of PC Material
- 7.Repair and maintenance of official machinery / equipment
- 8.Supervision of cleanliness of official premises
- 9.Security of office premises

ACCOUNTS OFFICER (PRE-AUDIT)

- 1.Pre-audit of all the payments made out of the P.C. budgetary grant.
- 2.Pre-audit of payments made out of P.C Fund.
- 3.To process the salary of Consultants/Advisors and Technical Assistants.
- 4.To process TA/DA of Consultants/Advisors and Technical Assistants.
- 5.To see PAC & DAC matters.

PUBLIC RELATIONS OFFICER (PRO)

- 1.Preparation of Daily Scanning Report (DSR) of projected material and critical articles/ news reports pertaining to the Privatisation Commission.
- 2.Issuing prompt rebuttals/ clarifications to the respective newspapers/ TV channels and ensuring their printing, broadcast or telecast.
- 3.Pre & Post publicity arrangements through print and electronic media for the Commission's official engagements and spot reporting of daily official meetings, press talk/ briefings/conferences and official Board meetings.
- 4.Finalizing the Chairman's participation in various TV Talk shows by interacting with various Bureau Chiefs/ anchors/ producers.
- 5.Maintain close and constant contact with the Editors/ editorial Staff/ senior correspondents of national and international media and update them on the respective development stories and status reports of various projects i.e. ongoing process of various entities.
- 6.Organizing competition among the accredited Advertising Agency as per laid down procedure involving the Regulator Press Information Department (Ministry of Information & Broadcasting) for selection of a panel of Advertising Agencies to execute various Advertisements/ TV Commercials etc.
- 7.Getting approvals of the competent authority for the designs/ cost estimates involved in the publicity campaigns and subsequently processing the payment of respective invoices of the .media through Finance & Accounts wing.
- 8.Arranging the visual recording of the bidding- events of various entities
- 9.Drafting occasional messages/ speeches of the Minister/ Chairman for various events as and when required.