

**TERMS OF REFERENCE**  
**Senior Legal Consultant (Grade I)**  
**Privatization Division**  
**(Privatization Commission)**

**A. Background:**

Privatization Commission (PC) a Body Corporate established under the Ordinance 2000 mandated to implement the privatization policy of the Federal Government and provides utilization of the proceeds of privatization for retirement of Federal Government debt and for poverty alleviation.

In order to facilitate efficient and transparent privatization process congruent to the international best practices Privatization Commission engage/hire professionals for different positions as per requirement on competitive market package. As per policy, privatization program is approved by the competent forums i.e. Cabinet Committee on privatization/Cabinet. A comprehensive regulatory framework on privatization is in place to ensure level playing field between SOEs and the potential buyers. For efficient Privatization process Privatization Commission believes to enhance its capacity by induction of competent/qualified resource with high standards of accountability and transparency to safeguard the national interest. Besides competency, the Commission attaches great importance to the transparency of the privatization process where the advisors/consultants are expected to avoid conflict of interest and disclose any business relationship with third parties interested in the outcome of the privatization. Amongst other professionals, senior Legal consultant is one of the important positions required by the Commission with the following TORs

**B. Senior Legal Consultant (Grade I) Key Responsibilities.**

- Responsible to tender advice on all legal matters and transactions concerning divestment and Privatisation to the Management/Board of the Privatization Commission.
- To interpret Government of Pakistan Rules & Regulations including but not limited to Financial Rules and Public Procurement Rules and other related legal instruments.
- Advice/guidance in preparation of EOI, Bid documents, for hiring of Financial Advisors and other consultancy services required by the commission from time to time.
- To assist and guide in drafting terms and conditions of Share Purchase Agreements, (SPA) implementations agreements (IA) and amendments in the Agreements.
- To facilitate implementation and negotiation of contracts with the Financial Advisors and buyers of the SOEs along with expertise in providing day to day legal services on corporate and regulatory matters.

- To defend litigation cases in the court of Law and draft comments/reply on behalf of the Commission.
- Drafting legal instruments of corporate and transactional nature to ensure transparent privatization process.
- To keep liaison with Government departments, Government owned Corporations and Courts.
- To assist the management in drafting SOPs/Manual in line with the Commission Ordinance 2000 and Regulations on recovery of sale proceeds and other operational and regulatory issues.
- Streamline and evaluate ongoing litigation cases in different courts of Law with a view to strategize for expeditious disposals with optimum benefits of the organization.
- Formulating proposals for alternative dispute resolution mechanism and implementing the finalized agreed solution.
- Formulation of Rules/and Regulations in line with the Ordinance.
- Keep update on all receivables and payables and suggest viable options including legal recourse to the Management.
- To oversee/monitor performance of Lawyers/Legal consultants on the panel of the PC.
- Any other matter assigned by the Management/Board.

### **C. Time frame and Supervision**

The initial period of Contract will be for two years extendable on satisfactory performance and the requirement of the Commission. The Legal Consultant will report to the Secretary/Chairman of the Commission through Director General concerned.

### **D. Qualifications and Experience**

Law graduate from HEC recognized university, with specialization in contract / corporate law. The candidate with L.L.M. and Bar-at-Law will be given preference.

#### **Experience:**

- Possess a valid license to practice in High Court or Supreme Court of Pakistan.
- Have extensive post qualification experience of at least 10 years in corporate sector / legal matters / transactions / concerning divestment and Privatisation.
- Management skills and strong communication and problem solving abilities are essential as is a proven ability to work in a collaborative and team environment.

**E. Remuneration**

Competitive Market based salary package negotiable compatible to qualification and experience.

**F. Performance indicators**

The consultant would be required to submit quarterly report on the prescribed format listing all activities (qualitative and quantitative nature) with outcomes for assessment of senior management.

**G Service matters**

Terms and conditions of service of the consultant shall be governed in accordance with prescribed Regulations/ SOPs and policies devised by the Privatization Commission.

**H Age Limit**

35 to 55 Years

**TERMS OF REFERENCE**  
**Consultant Banking & Financial Market (Grade I)**  
**Privatization Division**  
**(Privatization Commission)**

**A Background:**

Privatization Commission (PC) a Body Corporate established under the Ordinance 2000 mandated to implement the privatization policy of the Federal Government and provides utilization of the proceeds of privatization for retirement of Federal Government debt and for poverty alleviation.

In order to facilitate efficient and transparent privatization process congruent to the international best practices Privatization Commission engage/hire professionals for different positions as per requirement on competitive market package. As per policy, privatization program is approved by the competent forums i.e. Cabinet Committee on privatization/Cabinet. A comprehensive regulatory framework on privatization is in place to ensure level playing field between SOEs and the potential buyers. For efficient Privatization process Privatization Commission believes to enhance its capacity by induction of competent/qualified resource with high standards of accountability and transparency to safeguard the national interest. Besides competency, the Commission attaches great importance to the transparency of the privatization process where the advisors/consultants are expected to avoid conflict of interest and disclose any business relationship with third parties interested in the outcome of the privatization. Amongst other professionals, Consultant banking & Financial Market is one of the important positions required by the Commission with the following TORs

**B Consultant Banking & Financial Market (Grade-I) Key responsibilities**

- Advise and facilitate hiring process of Financial Advisor to complete the transaction of PSEs.
- Preparation of EOI and Bid documents for hiring of financial advisor and complete the process in accordance with Public Procurement Rules and international best practices.
- To oversee and monitor the performance of the Advisor with a view to complete the privatization process in a transparent and efficient manner.
- Foresee any risk factors likely to impede the transaction and suggest mitigation measure to the PC Management in a timely manner.
- Participation in Departmental Accounts Committee (DAC) and Public Accounts Committee (PAC) meetings and assisting Principal Accounting Office (PAO) on various audit reports and audit matters.

- To perform Industry and company analysis valuation and financial restructuring of companies.
- To keep Liaison with Internal / External auditors and Government auditors,
- To undertake financial analysis of properties/assets valuation carried out by Financial Advisors in respect of PSEs for perusal of the chairman/Secretary.
- To perform analysis of balance sheet, including preparation of Financial Statements, maintenance of books of accounts and overall management of affairs of a particular transaction.

### **C Time frame and Supervision**

The initial period of Contract will be for two years extendable on satisfactory performance and the requirement of the Commission. The Consultant will report to the Secretary /Chairman of the Commission through Director General concerned.

### **D. Qualifications and Experience**

The candidate should be a qualified Chartered Accountant (CA) with article ship completed from at least four leading Audit Firms and should preferably be a member of respective domestic or foreign professional body.

#### **Experience:**

- Should have post qualification experience of at least 10 years in corporate sector / Public sector organizations, Banks / Financial Institutions / Capital Market.
- Handling Financial Institutions issues / regulatory matters / restructuring / transformation of the FI entities.
- Management skills and strong communication and problem solving abilities are essential as is a proven ability to work in a collaborative and team environment.

### **E. Remuneration**

Competitive Market based salary package negotiable compatible to qualification and experience.

### **F. Performance indicators**

The consultant would be required to submit quarterly report on the prescribed format listing all activities (qualitative and quantitative nature) with outcomes for assessment of senior management.

**G Service matters**

Terms and conditions of service of the consultant shall be governed in accordance with prescribed Regulations/ SOPs and policies devised by the Privatization Commission.

**H Age Limit**

35 to 55 Years

**TERMS OF REFERENCE**  
**Financial Consultant (Grade II)**  
**Privatization Division**  
**(Privatization Commission)**

**A Background:**

Privatization Commission (PC) a Body Corporate established under the Ordinance 2000 mandated to implement the privatization policy of the Federal Government and provides utilization of the proceeds of privatization for retirement of Federal Government debt and for poverty alleviation.

In order to facilitate efficient and transparent privatization process congruent to the international best practices Privatization Commission engage/hire professionals for different positions as per requirement on competitive market package. As per policy, privatization program is approved by the competent forums i.e. Cabinet Committee on privatization/Cabinet. A comprehensive regulatory framework on privatization is in place to ensure level playing field between SOEs and the potential buyers. For efficient Privatization process Privatization Commission believes to enhance its capacity by induction of competent/qualified resource with high standards of accountability and transparency to safeguard the national interest. Besides competency, the Commission attaches great importance to the transparency of the privatization process where the advisors/consultants are expected to avoid conflict of interest and disclose any business relationship with third parties interested in the outcome of the privatization. Amongst other professionals, Financial Consultant is one of the important positions required by the Commission with the following TORs

**B Financial Market (Grade II) Key Responsibilities**

- To perform Industry and company analysis valuation and financial restructuring of companies and ensure best market price value.
- To undertake financial analysis of properties/assets valuation carried out by Financial Advisors in respect of PSEs for perusal of the chairman/Secretary.
- To assist the management in preparation of responses / replies of Departmental Accounts Committee (DAC) and Public Accounts Committee (PAC) meetings and assisting Principal Accounting Office (PAO) on various audit reports and audit matters.
- To Assist Finance and Account in preparation of Budget proposals, and advice on other financial management and budgetary issues.
- To devise SOP/guidelines on utilization of PC fund and Accounting procedure.
- To prepare Accounting manual in line with GOP guidelines and the PC ordinance.
- To track and monitor payables/receivables and keep updated record on all such accounts.

- To keep Liaison with Internal / External auditors and Government auditors,
- To perform analysis of balance sheet, including preparation of Financial Statements, maintenance of books of accounts and overall management of affairs of a particular transaction.
- Foresee any risk factors likely to impede the transaction and suggest mitigation measure to the PC Management in a timely manner.
- To advise PC management on all financial matter of the organization.
- Any other assignment entrusted by senior management.

### **C Time frame and Supervision**

The initial period of Contract will be for two years extendable on satisfactory performance and the requirement of the Commission. The Financial Consultant will report to the Secretary/Chairman of the Commission through Director General concerned.

### **D. Qualifications and Experience**

The candidate should be a qualified Chartered Accountant (CA) with article ship completed from at least two leading Audit Firms and should preferably be a member of respective domestic or foreign professional body.

#### **Experience:**

- Should have post qualification experience of at least 7 years in corporate sector/ Public sector organizations / Banks / Financial Institutions.
- Management skills and strong communication and problem solving abilities are essential as is a proven ability to work in a collaborative and team environment.

### **E. Remuneration**

Competitive Market based salary package negotiable compatible to qualification and experience.

### **F. Performance indicators**

The consultant would be required to submit quarterly report on the prescribed format listing all activities (qualitative and quantitative nature) with outcomes for assessment of senior management.



**G Service matters**

Terms and conditions of service of the consultant shall be governed in accordance with prescribed Regulations/ SOPs and policies devised by the Privatization Commission.

**H Age Limit**

30 to 50 Years

**TERMS OF REFERENCE**  
**Consultant Power Sector (Grade II)**  
**Privatization Division**  
**(Privatization Commission)**

**A Background:**

Privatization Commission (PC) a Body Corporate established under the Ordinance 2000 mandated to implement the privatization policy of the Federal Government and provides utilization of the proceeds of privatization for retirement of Federal Government debt and for poverty alleviation.

In order to facilitate efficient and transparent privatization process congruent to the international best practices Privatization Commission engage/hire professionals for different positions as per requirement on competitive market package. As per policy, privatization program is approved by the competent forums i.e. Cabinet Committee on privatization/Cabinet. A comprehensive regulatory framework on privatization is in place to ensure level playing field between SOEs and the potential buyers. For efficient Privatization process Privatization Commission believes to enhance its capacity by induction of competent/qualified resource with high standards of accountability and transparency to safeguard the national interest. Besides competency, the Commission attaches great importance to the transparency of the privatization process where the advisors/consultants are expected to avoid conflict of interest and disclose any business relationship with third parties interested in the outcome of the privatization. Amongst other professionals, Consultant Power sector is one of the important positions required by the Commission with the following TORs

**B Consultant Power Sector (Grade II) Key Responsibilities**

- To conduct hiring process of financial advisor after seeking approval of competent forum.
- Preparation of EOI, bid document for hiring of FA in respect of power sector PSEs.
- To assist in bids evaluation process and keep systematic record of procurement proceedings till completion of transaction.
- To provide feedback / input to senior Management on different aspects of privatization process.
- To oversee financial advisor role and responsibilities for transparent and efficient transaction.
- To assist in undertaking Industry / Company analysis, valuation and financial restructuring.
- To Assist / guide in land titles issues and legal modalities involved in the transfer of land.
- To guide PC Management on valuation and restructuring of Power sector entities.

- Negotiation for dispute resolution.
- To assist in drafting Agreements and implementation as per best practices pursued in Corporate Sector.

### **C. Time frame and Supervision**

The initial period of Contract will be for two years on satisfactory performance and the requirement of the Commission. The Consultant will report to the Secretary/Chairman of the Commission through Director General concerned.

### **D Qualifications and Experience**

The candidate should possess a Post Graduate degree / Bachelor's degree in Electrical engineering / MBA (Finance) / M.Com / CA from HEC recognized university.

#### **Experience:**

- Minimum 7 years' experience in case of Post-graduate and 10 Years in case of Graduate handling power sector issues, regulatory matters, restructuring and transformation of the power sector entities.
- Management skills and strong communication and problem solving abilities are essential as is a proven ability to work in a collaborative and team environment.

### **E. Remuneration**

Competitive Market based salary package negotiable compatible to qualification and experience.

### **F. Performance indicators**

The consultant would be required to submit quarterly report on the prescribed format listing all activities (qualitative and quantitative nature) with outcomes for assessment of senior management.

### **G Service matters**

Terms and conditions of service of the consultant shall be governed in accordance with prescribed Regulations/ SOPs and policies devised by the Privatization Commission.

### **H Age Limit**

30 to 50 Years