



CAREER OPPORTUNITY



Punjab Mineral Company (Pvt.) Limited, (PMC) is a wholly owned company of Govt. of the Punjab, established under Companies Ordinance 1984, PMC, inter alia, has the mandate for economic exploitation, exploration and business promotion of its mineral resources. Presently, PMC is actively engaged in exploratory work in Punjab with renowned International Companies.

PMC is looking for a dynamic, energetic and self-driven professionals for the following positions with Market based Competitive Salary package. Interested candidates may send their updated CV with three references along with covering letter and latest photograph, no later than **Sunday, January 31, 2021** at hr@pmc.punjab.gov.pk clearly mention position title in subject line. Only shortlisted candidates will be called for interviews. PMC has the right to accept or reject any position. No TA / DA will be admissible for interviews.

Sr. No.	Positions	Maximum Age Limit	Qualification & Experience	Job Responsibilities
1	Chief Geophysicist (1)	55 years	BS/BSc. (Geophysics) first division 18 years relevant experience OR MS/MSc (Geophysics) first division 16 years relevant experience OR PhD (Geophysics) 13 years relevant experience	<ul style="list-style-type: none"> Professional work experience in Mineral Exploration/ Mining, preferably in projects with discoveries/successful histories at senior level within government and/or private sector. Must have experience in Mineral Exploration/Mining including Review all literature/reports, data etc. to obtain meaningful information for the next step/plan Acquire data for geophysical/geochemical and geological survey from any available source of satellite, airborne and ground Select satellite sensor bands/resolution and perform the imaging Spectroscopy of the areas to identify the anomalous areas through processing of data, analysis and interpretation Provide experience details of the geophysical surveys especially for those applied in mineral exploration of International Standards. Must have an ability to manage, plan, execute Mineral Exploration/Mining Projects of diversified nature on International Standards.
2	Geologist (1)	40 years	BS/B.sc (Geology) first division Eight (8) years relevant experience OR MS/MSc. (Geology) first division Six (6) years relevant experience OR Equivalent	<ul style="list-style-type: none"> Professional work experience in Mineral Exploration/ Mining Accomplish project objectives as per contracts of contractor(s) and consultant(s) Implementation of international standards for technical working and HSE at project site Assist day to day project matters Assist in proposal/planning for new/future projects Assist in the implementation of work plans at project site Support to resolve the project related issues at site and in head office for smooth operations Report on daily, weekly and monthly basis the activities of consultant(s) and contractor(s) at project site accordingly. Carry out Bill of Quantity (BOQ) of deliverables. Payment processes of Invoices and BOQ (Bill of Quantity) of Deliverables of contractor and consultant To assist in execution of meetings related to project and preparing the MoM, as per directions Feedback on all the reports submitted by the contractor(s) and consultant(s) Assist in the preparation of agenda for Board Meetings and Technical committee meetings, as per directions Assist in operations of drilling, coring extraction, wire line logging, core logging, labeling, cutting & photography, sampling, dispatch procedure for laboratory analysis, hydrogeological drilling & testing, geotechnical drilling & testing, project meetings etc. Have site experience in Geophysical/surveys Drilling, Core logging, Sampling, Modelling Interpretation etc. Ability to work multiple places i.e. office and site Must be proficient in computer application
3	Human Resource Generalist (1)	40 years	BBA or equivalent Six (6) years relevant experience OR MBA (HR) or relevant equivalent Three (3) years experience	<ul style="list-style-type: none"> Administer compensation and benefit plans Assist in talent acquisition and recruitment processes Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process Create and implement effective onboarding plans Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates Conduct employee onboarding and help organize training & development initiatives Develop training and development programs Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise Maintain employee files and records in electronic and paper form Maintain employee records (attendance, Leaves data etc.) according to policy and legal requirements Assist in development and implementation of human resource policies Provide counseling on policies and procedures Undertake tasks around performance management Assist in performance management processes Organize quarterly and annual employee performance reviews Enhance job satisfaction by resolving issues promptly and organizing team building activities Promote HR programs to create an efficient and conflict-free workplace Support the development and implementation of HR initiatives and systems Support the management of disciplinary and grievance issues Ensure compliance with rules & labor regulations Review employment and working conditions to ensure legal compliance
4	Front Desk Officer (1)	35 years	BA or equivalent 3 years' experience as front desk Officer, agent or relevant position. OR MA or equivalent 2 years' experience as front desk Officer, agent or relevant position.	<ul style="list-style-type: none"> Experience within public/private sector. Greet and welcome guests Answer questions and address complaints Answer all incoming calls and redirect them or keep messages Receive letters, packages etc. and distribute them Prepare outgoing mail by drafting correspondence, securing parcels etc. Check, sort and forward emails Keep updated records and files Take up other duties as assigned (travel arrangements, schedules etc.)

For further details including job description and application requirements, please visit company website:

www.pmc.punjab.gov.pk/career

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