

Department: Engineering

Position: Engineer (Grade-I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
B.Sc. (Engineering) in <ul style="list-style-type: none">• Electrical• Chemical• Electronics• Mechanical• Mechatronics• Metallurgy & Materials• Petroleum & Gas• Computer Engineering• Industrial & Manufacturing Engineering (Registered with PEC)	0 to 3	22 to 35	<ul style="list-style-type: none">• Assist in planning, initiation and implementation of different programs.• Emergency response.• Assist in implementation of HSE Policy.• Ensure quality relationship with other departments.• Operation & maintenance activities.• Assist in Resource Management.• To review / analyze the Daily Activity Report• To ensure reduction of Gas losses.• To ensure safe and efficient operations of core Company Business• Material reconciliation.

Essential Skill Requirements

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player
- Problem Solving & Analytical Skills
- Planning & Execution Skills

Place of Posting:

Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.

Department: Health, Safety & Environment

Position: Engineer HSE (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
B.Sc. Engineering in <ul style="list-style-type: none">• Chemical• Mechanical (Registered with PEC)	0 to 3	22 to 35	<ul style="list-style-type: none">• To review, update and improve the HSE Management system.• To oversee, maintain and periodically service all Personal Protective Equipment & Fire-fighting Equipment.• Arrange to conduct HSE Site Committee meetings• Assist in ensuring that quarterly HSE inspection of respective site is carried out and issue Inspection Report and assist in implementation of actions as per Inspection Report• Assist in ensuring that Weekly Safety Talk is held regularly• Ensure availability of adequate Fire-fighting Procedure and holding of regular fire-drills• Provide HSE Awareness/ Procedure training to staff at site• Assist in compliance of Accident Reporting Procedure• Ensure that line executives conduct Routine Safety Audit regularly as per procedure

Essential Skill Requirements

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player
- Problem Solving & Analytical Skills
- Planning & Execution Skills

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Procurement / Stores

Position: Officer Procurement/Stores (Grades I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• MBA• BBA(4yrs) or equivalent• Law Graduate• Bachelor degree from abroad, duly verified by HEC.• Masters	0 to 3	22 to 35	<ul style="list-style-type: none">• Material Management i.e. receipts, issue and transfer transactions with proper documentation.• Safe keeping and maintaining of inventory items.• Arranging transportation of material to different sites/ stores.• Physical checking of stores stock through cycle counting and taking appropriate measures for ensuring correctness of stock and record.• Taking care of scrapped material/ equipment and arranging for their disposal as per Company's policy.• Proper identification of all materials used in Oil and Gas industry and allocation of pre identification codes.• Ensuring for proper stacking arrangements.• Processing of procurement activities at including all activities i.e. issuance of tender enquiries, commercial evaluation of bids, award of contract, contract management and post implementation issues.

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Know how of PPRA Rules
- Good knowledge of Inventory Management/ Control System

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Sales

Position: Sales Officer (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• MBA• BBA(4yrs) or equivalent• Law Graduate• Bachelor degree from abroad, duly verified by HEC.• Masters	0 to 3	22 to 35	<ul style="list-style-type: none">• Perform/ supervise all sales activities required to expand consumer base.• Process new gas connection applications submitted by consumers and meet the annual targets.• Preparation of monthly/weekly reports.• Redressal of complaints from all consumers and applicants.• To reply to queries raised by different Government quarters.

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player
- Possess good listening skills

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Logistics Support

Position: Officer (Logistics Support) / Admin Officer (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Max Age (Years)	Job/Description/Key Result Areas
<ul style="list-style-type: none">• MBA• BBA(4yrs) or equivalent• Law Graduate• Bachelor degree from abroad, duly verified by HEC.• Masters	0 to 3	22 to 35	<ul style="list-style-type: none">• Provide administrative support and ensure disciplined work environment• Deal with establishment functions including processing of leave, attendance, overtime, etc.• Ensure provision of quality logistics services including transport, janitorial, passage, leasing, communication and security services as per Company policies• Ensure provision of welfare services including medical, attendance, sports galas, etc.• Assist in planning and control of budget for all administrative functions

Essential Skill Requirements:

- Problem Solving & Analytical Skills
- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Human Resource

Position: Officer – Human Resource (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• MBA , BBA (4 yrs) or Masters with Specialization in HR/Management	0 to 3	22 to 35	<ul style="list-style-type: none">• Coordinate with other departments for recruitment/ placement and establishment matters• Ensure smooth execution of PMS• Compensation & Benefits Management• Matters relating to Industrial Relations(CBA)• Legal/Disciplinary matters/ Grievance handling• Organizational Development Activities• Contacting/ Coordinating with Outsourcing Agencies• Conduction Workload Analysis & Job Analysis on time to time basis

Essential Skill Requirements:

- Hands on experience of Oracle HRMS will be an added advantage
- Good Oral and Written Communication
- Proficient in use of MS Office & Internet
- Team Player

Place of Posting:

- Lahore.
-

Department: Training & Development

Position: Officer - Training & Development (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• MBA , BBA (4 yrs) or Masters with Specialization in HR/Management	0 to 3	22 to 35	<ul style="list-style-type: none">• Preparation of monthly/ annual training calendar and finalizing the participants for each course.• Coordinate / arrange training sessions.• Assist in liaison with trainers/ institutions and candidates.• Assist in planning and control of all budgetary matters pertaining to trainings.• Supervise maintenance of data base of all trainings and trainees.

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player

Place of Posting

- Lahore.
-

Department: Legal

Position: Law Officer (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Max Age (Years)	Job/Description/Key Result Areas
<ul style="list-style-type: none">• Law Graduate	0 to 3	22 to 35	<ul style="list-style-type: none">• To maintain/ ensure attendance of respective courts of Law.• To maintain/ ensure timely preparation para-wise comments/ replies of all legal cases.• To ensure reply of official queries, raised by legal department / councils/ legal forums.• To maintain/ ensure updating of list of all legal cases and follow up.• Handling of Recovery Suits• Public dealing regarding legal cases.• Vetting of legal documents & agreements with outside agencies.

Essential Skill Requirements:

- Knowledge of OGRA regulations.
- Sound knowledge of Civil Laws of Pakistan. (For Recovery Officer Legal)
- Sound knowledge of Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Excellent Written and Communication Skills.
- Ability to write effective Letters and Reports.
- Knowhow of Utility Billing procedures.

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Accounts

Position: Accountant (Accounts / Compliance) (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">CA –Inter (Module C&D)CMA- Inter (Stage 4)	2 to 5	22 to 35	<ul style="list-style-type: none">Monitor all monetary transactions (Receipts & Payments).To process salaries, etc. and different kinds of claims of employees/ contractors.Maintain strict control over spending by departments to keep them within the budgetary limits.Ensure timely entry of all financial transactions in ORACLE financials.
<ul style="list-style-type: none"><u>ACCA</u> (Professional Membership)	0 to 2		
<ul style="list-style-type: none">M.ComMBA(Finance)	0 to 3		

Essential Skill Requirements:

- Sound knowledge of Accounting concepts, standards and Financial Statements
- Capability of Financial Analysis
- Command over Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Good Oral and Written Communication skills

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Finance

Position: Accountant (Finance) (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• CA –Inter (Module C&D)• CMA- Inter (Stage 4)	2 to 5	22 to 35	<ul style="list-style-type: none">• Implement the financial strategy and financial plans of Company related to budget, assets and inventory.• Assist in preparation of different Financial Statements.• Assist in preparation of Revenue and Capital budget.• Process requests for sanctions, job numbers and collect financial information from concerned departments.• Assist in activities related to Government Grants and Tariff petitions.
<ul style="list-style-type: none">• <u>ACCA</u> (Professional Membership)	0 to 2		
<ul style="list-style-type: none">• M.Com• MBA(Finance)	0 to 3		

Essential Skill Requirements:

- Sound knowledge of Accounting concepts, standards and Financial Statements
- Capability of Financial Analysis
- Command over Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Good Oral and Written Communication skills

Place of Posting

- Lahore.
-

Department: Regulatory Affairs

Position: Officer Regulatory Affairs (Grades I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">CA –Inter (Module C&D)CMA- Inter (Stage 4)	2 to 5	22 to 35	<ul style="list-style-type: none">Monitor compliance with OGRA rules and regulations including compliance with license conditions.Liaison between OGRA and relevant executing departments for compliance with OGRA decisions.Respond timely on all OGRA matters & queries referred to SNGPL and follow-up with all concerned across the Company.
<ul style="list-style-type: none"><u>ACCA</u> (Professional Membership)	0 to 2		
<ul style="list-style-type: none">M.ComMBA(Finance)	0 to 3		

Essential Skill Requirements:

- Sound knowledge of Civil Laws of Pakistan
- Working knowledge of Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Excellent Written and Communication Skills
- Ability to write effective Letters and Reports
- Knowledge of OGRA regulations

Place of Posting

- Lahore.
-

Department: Billing

Position: Billing Officer (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• CA –Inter (Module C&D)• CMA- Inter (Stage 4)	2 to 5	22 to 35	<ul style="list-style-type: none">• To arrange resolution of non-billing cases.• To ensure timely meter reading and billing of all categories of gas consumers.• To ensure that all defect reports of defective meters prepared and forward to concerned department.• To attend consumers' complaints and resolve their genuine billing problems.• To check/ report any violation of contract, misuse, pilferage of gas and report to concerned department and maintain the record of FPRs of all categories of consumers.• To resolve all billing complaints received in the office.
<ul style="list-style-type: none">• <u>ACCA</u> (Professional Membership)	0 to 2		
<ul style="list-style-type: none">• M.Com• MBA(Finance)	0 to 3		

Essential Skill Requirements:

- Sound knowledge of Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Excellent Written and Communication Skills
- Ability to write effective Letters and Reports
- Knowhow of Utility Billing procedures
- Knowledge of OGRA regulations

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Audit

Position: Audit Officer (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• CA –Inter (Module C&D)• CMA- Inter (Stage 4)	2 to 5	22 to 35	<ul style="list-style-type: none">• Conduct internal audit of assigned sections/ departments.• Examine and ensure that all activities and transactions are strictly in accordance with the policies & procedures of the Company and the SECP (Securities & Exchange Commission Pakistan).• Highlight any weaknesses & irregularities in activities being audited.• Preparation of draft and final audit reports.
<ul style="list-style-type: none">• <u>ACCA</u> (Professional Membership)	0 to 2		
<ul style="list-style-type: none">• M.Com• MBA(Finance)	0 to 3		

Essential Skill Requirements:

- Sound knowledge of Public Sector as well as international accounting concepts
- Familiar with SECP Regulations
- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: IT / MIS

Position: Officer- IT/MIS (Grade I-III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">• M.Sc.(CS)• MBA(IT)• BCS (4 years)• B.Sc (Engineering - IT)• Bachelor degree in IT from abroad, duly verified by HEC.	0 to 3	22 to 35	Experience in any of the following: <ul style="list-style-type: none">• Software Development/ Application Development• Network Development / Network Administration• Database Administration

Essential Skill Requirements:

- Interface with vendors to rectify problems and recommend hardware/ software solutions
- Good Oral and Written Communication and Presentation Skills.
- Ability to work autonomously on various problems
- Ability to handle multiple conflicting priorities
- Ability to work with internal & external teams

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-

Department: Secretaries

Position: Executive Secretary (Grade I – III)

Minimum Qualification	Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none">Graduate (degree duly verified by HEC)	2 to 5	22 to 35	<ul style="list-style-type: none">Provide secretarial support services in order to ensure efficiency and effectiveness.Maintain the general filing system and file all correspondence.Assist in the planning and preparation of meetings and conferences.Receive, direct and relay telephone messages and fax messages & e-mails.Maintain an adequate inventory of office supplies.Draft official documents.Maintain confidentiality of official documents.Respond to public inquiries.

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Sound Analytical Skills
- Understanding of relevant policies & procedures.
- Time Management Skills
- Book-keeping Skills

Place of Posting

- Any where in Punjab, Khyber Pakhtoon Khwa, Azad Kashmir & Islamabad.
-