

Shape the Future of the Mining Industry

Our client, a state-owned enterprise leading the exploration, mining, and marketing of various minerals, is seeking dynamic professionals to enhance their strategic operations in the capacities as:



Manager Taxation

Key Roles & Responsibilities:

- ❑ Develop and execute taxation strategies (short-term and long-term) to support effective decision-making.
- ❑ Oversee financing agreements by negotiating favorable terms for the organization.
- ❑ Ensure compliance with income tax, group sales tax, and customs regulations by managing all tax filings, resolving tax-related issues, and addressing notices from tax authorities.
- ❑ Lead tax compliance and advisory activities by collaborating with the Tax Forum Specialist to manage audits, appeals, and compliance reporting, safeguarding from potential legal risks and penalties.
- ❑ Oversee tax-related communications with regulatory bodies, including the Federal Board of Revenue (FBR) and customs authorities, ensuring timely and effective responses.
- ❑ Provide the CFO and senior leadership with insights into organization’s tax performance to support strategic financial decision-making.

Key Requirements:

- ✓ Should be a member of a recognized body of professional accountants, or a Master’s degree in Business Administration, Finance and Commerce, from a reputable and recognized institute.
- ✓ Should have 8-12 years of professional experience in corporate business taxation.
- ✓ Maximum age limit is upto 45 years by the closing date of application.
- ✓ Ability to drive innovative tax solutions, ensuring compliance and optimizing financial performance.

Company Secretary

Key Roles & Responsibilities:

- ❑ Ensure compliance with regulatory and statutory obligations, including adherence to the Companies Act, 2017, and SOE governance frameworks.
- ❑ Organize and manage Board of Directors (BoD) and Committee meetings, including preparation/distribution of agendas, minutes, and follow-ups.
- ❑ Act as a liaison between the BoD, management, and stakeholders.
- ❑ Maintain statutory records, filings, and corporate documents as required by law.
- ❑ Provide legal and administrative support on corporate governance matters.
- ❑ Ensure timely and accurate provision of corporate information to relevant authorities.
- ❑ Advise the Board on legal and regulatory matters concerning organization’s operations.

Key Requirements:

- ✓ Should be a member of a recognized body of professional accountants, corporate/chartered secretaries, or holder of a Master’s degree in Business Administration, Finance, Commerce, and Law, from a reputable and recognized institute.
- ✓ Minimum 10 years of post-qualification experience in corporate governance, regulatory compliance and secretarial practices, including at least 5 years as Company Secretary.
- ✓ Applicants should meet the "fit and proper" criteria as per the State-Owned Enterprises (Governance and Operations) Act, 2023.
- ✓ Maximum age limit is upto 57 years by the closing date of application.
- ✓ Must be proficient in legal drafting and corporate documentation.

Matters for Consideration:

- Interested candidates meeting the requirements of the role can apply at: <https://www.affco.com.pk/Recruitment>
- Deadline for submission of applications is **September 14th, 2025**
- The position is based in **Islamabad** and offers a **competitive compensation** profile.
- Only shortlisted candidates will be called for interviews.