

JOB DESCRIPTION OF OFFICERS

Sr. No.	Designation	Job Description
1.	Executive Director Admin & Operations	<ul style="list-style-type: none"> • To head/lead the Administration Wing of the corporation comprising General Administration & Coordination Division, Human Resource Division, Legal Division, Market Assessment & Trade Division, Dispatch & Port Operation Division, Scrutinize, process and/or supervise matters relating to these divisions. • To monitor/pursue all legal matters and litigation cases relating to TCP and liaise with Legal Advisors and Advocates on the panel of TCP. • To ensure availability of effective and efficient administration in the organization. • To manage four warehouse facilities of TCP (three at Karachi and one at Multan) so as to ensure its proper maintenance and renting etc., in accordance with the policy approved by the TCP's Board of Directors. • To assess demand and supply situation of the essential commodities in the local market periodically and to import of essential commodities on the directives of Federal Government for price stabilization or improving the supply position in the local market as per policy formulated by the government. • To supervise procurement process as per PPRA Rules and subsequently import/export of consignments including pre-shipment quality inspection, arrival/docking of vessel at the terminal, safe off loading and reloading of consignment on the transport/vessel and exit from the port area. • Supervise export of essential commodities/ surplus stocks, on the directives of federal government, to open market or to other brotherly countries facing drought or other natural disasters as aid/donations/gift as per policy/procedure devised by the Federal Government.
2.	General Manager Market Assessment & Trade Division	<p style="text-align: center;">Job Description</p> <ul style="list-style-type: none"> • Supervisory role being divisional head. • To look after all the functions of Market Assessment & Trade Division. • To manage import assignments given to TCP by the Federal Government. • To prepare draft tender/bidding documents for import of different commodities, publication of tender notice in newspapers, arrangements of pre-bid meetings and meeting of Tender Award committee and to prepare their minutes. • Resolving day to day issues regarding provision of information to internal divisions in respect of imported commodities, as well as audit para, if any. • Arrange export assignment given to TCP by Federal Government. • All kind of other official work assigned by the Executive Directors or Chairman.

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3.	General Manager Administration & Coordination Division	
		<ul style="list-style-type: none"> • Preparation of tender/bidding documents, publishing of tender notice in newspapers, arrangement of pre-bid meetings for procurements of administrative works/supplies through tender. • Coordination with MOC for provision of information as requisitioned by National Assembly, Senate or any other Ministry, relating to TCP. • Co-ordination with all internal Divisions of TCP to ensure timely provision of information to the concerned quarters. • Air ticketing reservation and payment thereof. • Hotel accommodation for Board Members. • Payment to Hotels. • Engagement of advertising agency through tender and payment thereof. • Deal with enquiries received from the public, the press, and related organizations. • Library related affairs, purchasing of required books and newspapers and payment thereof. • Enlistment of travel companies. • Engagement of Advertising agencies • Auction of condemned vehicles. • Coordination with M/s. FMCL to ensure provision of amenities including water, parking space, etc.. • Manage administrative affairs of Principal Office. • Processing all kinds of payments of Regional/Sub Regional Offices of TCP. • Provision of transport facilities for official purpose • Repair & Maintenance of furniture's and fixtures. • Purchase of computers, laptop, printers and its maintenance.

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4.	General Manager Godown	<ul style="list-style-type: none"> • Supervise the administrative affairs of Godown. • Look after the affairs of tenants • Operational affairs as per instruction received from Principal Office. • Any other work assigned by the Management.
5.	General Manager Local Procurement & Quality Assurance Division)	<p style="text-align: center;">Job Description</p> <ul style="list-style-type: none"> • Over all supervision of the Division. • Preparation of monthly statements regarding exported date of Brown Basmati rice of EU. • Preparation of coordinated periodical reports of inspection of rice and inspection fee received by TCP/R.O. Lahore and Principal Office. • Processing of payment to NIBGE for DNA Test Charges. • Matters relating to Defunct RECP and Audit Paras. • Procurement of Cotton and Rice, if entrusted to TCP by the Federal Government. • Inspection of Rice and issuance of Inspection Certificate in respect of rice exported to European Union and Sri-Lanka under FTA. • Payment of NIBGE and other labs for DNA Test Charges. • Matters relating to Defunct RECP. • Matters relating to Government Commercial Audit/Statutory Audit/Court relating to Rice & Cotton. • Any other work assigned by the Management.

Sr. No.	Name of Officer (Designation)	Job Description
6.	General Manager Accounts	<ul style="list-style-type: none"> • Operational and Administrative payments. • Co-ordination with the outside Government department. • Delivery Orders of all commodities to private parties against tender and as well as to government agencies i.e. USC, Pak Navy, Pak Army, CSD, NFML, etc. • Insurance policies regarding all imports/ exports of cargoes and Godown insurance for imported and locally purchased merchandise.
7.	General Manager Legal	Job Description
		<ul style="list-style-type: none"> • Dealing with all the legal cases of TCP and defunct CEC, RECP & CTC pending before the various courts except the service matter. • Coordinate with the dealing advocates to provide required documents/information and legal course of action respective to matter from time to time. • Appearance as legal attorney in various courts on behalf of TCP for filing of application/cases • Attendance in daily court proceedings of all cases of TCP at High Court and Supreme Court and submission of the same before TCP Management • Engagement of legal counsels, legal advisors with the approval Ministry of Law • Process cases for engagement of legal counsels on case to case basis • Monitor progress of subjudice matters • Evaluate performance of legal counsels • Process payments of legal counsels & legal advisor

8.	General Manager Human Resource	Job Description
		<ul style="list-style-type: none"> • Manage affairs relating to appointment on regular/contract basis. • Arrange mandatory trainings for officers of TCP. • Carryout verification of educational documents • Process cases for appointment through deputation. • Correspondence with the Ministries / Government Departments for provision of information as requisitioned from time to time. • Process cases relating to grant of dual charge/current charge, special pay etc. • Arrange promotion of TCP employees as per available vacancy alongwith requisite workout • Process the cases of retiring benefits • Prepare budget proposal for the financial year. • Process salaries to contract/temporary staff. • Process the cases for loans and advances • Enlist hospitals/laboratories as approved by the management/Board. • Medical reimbursement to employees • Payment of Pension Contribution on behalf of Deputation officers/staff. • To process and verify the payment of TA/DA. • Present relevant affairs before ECM/BHRC/Board for consideration and decision. • To address or to apprise the management of the grievances of employees relating to human resource and administration with given legal framework. • To Process cases of Group Insurance and benevolent fund in respect of deceased employees. • To furnish replies to Audit paras and to defend the same in DAC meeting.
9.	Chief Internal Auditor (IA&ID)	Job Description
		<ul style="list-style-type: none"> • Pre – Audit of all administrative and operational Payments • Co-ordination with the offices of Ministry of Commerce, D.G. Commercial Audit & Evaluation regarding compliance of DAC/PAC directives. • Compilation of working papers for PAC/DAC meetings. • To ensure compliance of PAC /DAC directives • Coordination with Government Auditors for provision of requisite record during Audit. • Arranging exit meeting with the Audit party at the end of annual regular audit. • Participation in DAC/PAC meeting to assist Chairman in the discussion over audit observation. • Assessment and enforcement of internal control. • To ensure all applicable policies and rules are implemented