

Terms of Reference

Positions	1. Deputy Registrar (04 positions) 2. Assistant Director (01 position)
Number of positions	05
Nature of Employment	Regular
Location	• 02 Deputy Registrars for Lahore. • 02 Deputy Registrars for Islamabad • 01 Assistant Director for Islamabad. Note: The SECP reserves the right to post the selected candidates at any other location.
Duties and Responsibilities	• To ensure compliance with the statutory provisions of the Companies Act, 2017, rules and regulations framed thereunder and other Laws. • Assist in initiating actions & proceedings against non-filer/non-compliant companies, including proceedings for striking off names of companies.
Qualification	• Masters / Bachelor's degree (equivalent to 16 years of education) in Business Administration / Law/ Commerce / Economics / Finance related discipline from HEC recognized university or • Qualified CA/CMA/ACCA
Post Qualification Experience	• Minimum Six (06) years of post-qualification experience for Deputy Registrar position. • Minimum Three (03) years of post-qualification experience Assistant Director position. Note: In case of qualified chartered accountant, Articleship will be considered as part of requisite experience.
Age	• Maximum age should not exceed 35 years on the last date of submission of application for Assistant Director. • Maximum age should not exceed 40 years on the last date of submission of application for Deputy Registrar. <i>Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years.</i>
Functional/Technical Skills	• Effective and persuasive communication skills; • Technological adept and possess excellent computer & IT skills; • Ability to identify and remedy complex legal issues without inviting external services; • Efficient problem-solving skills;
Soft Skills	• Strong communication skills and interpersonal skills • Decision-making and Analytical problem solving • Adaptability and planning