

Job Description

Organization	Technology Upgradation and Skill Development Company
Reporting to	Board of Directors
Job Title	Chief Executive Officer
Location	Lahore
Job Objective	Develop and execute strategies to advance the Company's mission and objectives
Job Duties/Tasks/Responsibilities	<ul style="list-style-type: none"> • Exercising executive powers and authorities as delegated by the Board • Plan, develop and execute strategies in consultation with other members of the team • Build and manage relationships necessary for furtherance of the Company's objectives • Identify and assess opportunities, scope and feasibility for new initiatives • Develop a clear understanding of business issues being faced by the industry and development institutions, including, but not limited to, policy, economic development, technology needs, skill needs, commercialization, management, etc. • Maintain close liaison with the Chairman and the Board of Directors and keep them updated on the Company's activities • Execute and implement all projects, directions and decisions of the Board of Directors • Carry out all duties and responsibilities required under the Companies Ordinance, 1984 • Represents the organization in interactions with various institutional divisions, as well as externally to the media, government agencies, funding agencies and/or the general public • Plans, develops, and implements strategies for generating resources for the organization • Negotiate and finalize contracts, leases, deeds, mortgages, and other legal documents on behalf of Management • Any other responsibility as assigned by the Board of Directors
Knowledge, Skill and Ability:	<ul style="list-style-type: none"> • Experience in strategic planning and execution • Ability to analyze and interpret data, financial or otherwise • High level of professional acumen • Knowledge of public relations principles and practices • Ability to communicate and interact with officials at all levels of Government and to work effectively • Experience in technology management and aware of technological needs of the country
Education	Master degree in social sciences preferably in Business Administration/Public Administration/Economics or Bachelors/Master degree in Engineering/CA or equivalent.
Experience	15 years of relevant experience of which at least 5 years of relevant experience in top management positions
Computer Skills	Proficient in MS Office and related software
Language	Fluency in <ul style="list-style-type: none"> ○ English ○ Urdu
Age	Maximum 55 years