GOVERNMENT OF PAKISTAN • MINISTRY OF COMMERCE

PAKISTAN HORTICULTURE DEVELOPMENT & EXPORT COMPANY

(A Company registered under Section 42 of the Companies Act, 2017)

PHDEC Grow & Globalize

CAREER OPPORTUNITY

COMPANY SECRETARY

Advertisement No. PHDEC/HR/2026 • Contract Basis (03 Years) • Islamabad

Pakistan Horticulture Development & Export Company (PHDEC), a State-Owned Enterprise under the Ministry of Commerce, incorporated under Section 42 of the Companies Act, 2017, is dedicated to the development and promotion of Pakistan's horticulture sector. To support its growth and ensure sound corporate governance, PHDEC seeks applications from highly qualified and experienced professionals for the post of **Company Secretary** at its Head Office, Islamabad.

POSTS • STATION	MAXIMUM AGE	LAST DATE
01 • Islamabad	**40 Years**	**30th November, 2026**
PHDEC Head Office	Age relaxation as per Government rules	

QUALIFICATION

The candidate must meet any ONE of the following:

- Member of a recognized body of professional accountants (ICAP / ICMAP);
- Member of a recognized body of corporate or chartered secretaries (ICSP);
- Master's degree in Business Administration / Commerce / Finance, or a Law graduate (LLB / LLM), from a university recognized by the HEC. Foreign degrees must be accompanied by an HEC equivalence certificate.

EXPERIENCE

- At least five (05) years of relevant post-qualification experience in company secretarial, corporate, legal or regulatory affairs.
- Preference will be given to candidates with experience as Company Secretary / in the secretariat of a Public Sector Company or State-Owned Enterprise.
- Certification in corporate governance / company secretarial practice (e.g. PICG) will be an added advantage.

HOW TO APPLY

1. Interested candidates must apply online through the PHDEC careers portal (www.phdec.gov.pk/careers) by uploading their detailed CV along with scanned copies of attested educational and professional certificates, experience certificates, CNIC, and a recent passport-size photograph.
2. Applications must be submitted online through the PHDEC careers portal on or before **30th November, 2026**.
3. Government / semi-government employees must apply through proper channel or submit an NOC at the time of interview.
4. Only shortlisted candidates will be called for interview. No TA/DA will be admissible.

TERMS OF REFERENCE (TORS)

Detailed ToRs, including duties and responsibilities are available on the PHDEC website **www.phdec.gov.pk** or may be obtained on request by email from **hr.recruitment@phdec.gov.pk**

SKILLS & COMPETENCIES

- Sound knowledge of the Companies Act 2017, PSC (Corporate Governance) Rules 2013, SOEs (Governance & Operations) Act 2023 and SECP regulations.
- Excellent drafting, communication and minute-writing skills.
- Integrity, confidentiality and ability to work with the Board and senior management.

TERMS OF APPOINTMENT

- Contract basis for three (03) years, subject to annual satisfactory performance. After three years extension of the contract will be done on performance and mutual agreement basis.
- Monthly package will be Rs.300,000/- all-inclusive.
- Selection through shortlisting and interview; no written test will be conducted.
- The selected applicant shall be required to submit a declaration on a non-judicial stamp paper of requisite value as per Schedule-II of the CMU Guidelines for C-Level Appointments, that he is not ineligible for appointment to the relevant position in accordance with the requirements of fitness and prosperity and the relevant provisions of the Schedule-IV of the SOEs Act and Companies Act 2017.

Important: Incomplete applications or those received after the closing date will not be entertained. PHDEC reserves the right to accept or reject any or all applications, or to cancel the recruitment process, without assigning any reason. ***PHDEC is an equal opportunity employer; women, minorities and persons with disabilities are encouraged to apply.***

Muhammad Khalid,
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