

**PESCO POLICY FOR APPOINTMENT OF C-LEVEL POSITIONS**

**1. Title:**

This policy shall be called PESCO Policy for Appointment of C-Level Positions.

**2. Commencement and application of this Policy:**

This policy shall come into force on 25<sup>th</sup> February, 2025 in pursuance of approval of the Board of Directors PESCO in its 214<sup>th</sup> meeting held on February 4<sup>th</sup>, 2025 and shall only apply to all officers of C-Level position(s) appointed as per or under this policy from open market.

**3. Definitions:**

In this policy, unless there is anything repugnant in the subject or context;

- (i) **“appointing authority”** means PESCO Board of Directors with the ¾ majority vote;
- a) **“board”** means PESCO Board of Directors constituted as per applicable law;
- b) **“the act”** means the Companies Act, 2017;
- c) **“SOE Act”** means the State-Owned Enterprise (Operations & Governance) Act 2023;
- d) **“director”** means a member of the board, called with whatever name;
- e) **“company”** means Peshawar Electric Supply Company (PESCO).
- f) **“pay”** means a lumpsum monthly amount paid as remuneration for services rendered against any C-Level/Market based position filled as per this policy;
- g) **“allowance”** means an amount of money that is given to someone regularly or for a specific purpose to any officer of C-Level position appointed as per this policy;
- h) **“travelling allowance”** means an allowance granted to any officer of C-Level position appointed as per this policy at the fixed rate as per this policy to meet expenditure necessitated by the travelling to and from the headquarters undertaken for performance of an official duty or any other prescribed purpose for which such an allowance is admissible;
- i) **“daily allowance”** means a uniform allowance paid to any officer of C-Level position appointed as per this policy to cover daily expenditure for each full day spent on duty out of the PESCO headquarters on the prescribed fixed rate;
- j) **“leave”** means a period of time when an employee is not working at his job with required approval(s);
- k) **“encashment of leave”** means the amount of money that is received by any officer of C-Level position appointed as per this policy at the fixed rate in return for unused paid leaves in a year;
- l) **“Gratuity”** means a sum of money paid to any officer of C-Level position appointed as per this policy at the fixed rate at the end of a period of employment.
- m) **“conveyance”** means travel of the officer from the residence to and from the workplace.
- n) **“Conveyance allowance”** means an amount of money offered to any officer of C-Level position appointed as per this policy to compensate for the travel of the

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employee from the residence to and from the workplace.

- o) **“performance evaluation”** means the quarterly/semiannual /annual performance assessment through a productive procedure, against job responsibilities/key performance indicators, by the Board as per terms of the contract signed with the officer of C-Level position appointed as per this policy;
- p) **“appointment”** means a job or position of C-level to which someone meeting the requisite criteria is hired through competitive process with prior approval by the Appointing Authority.

**4. Objective:**

This policy aims at making appointments of the qualified professionals from open market on contractual engagement against the positions of the Chief Financial Officer, Chief Internal Auditor, Company Secretary, Chief Human Resource and Career Planning Officer, Chief Legal Officer, Chief Commercial Advisor, Chief Technical/Engineering Advisor Officer, Chief Supply Chain Management Officer and Chief Information Technology Officer.

**5. Categorization of C-Level Positions:**

As per approval of Board of Directors PESCO in its 200<sup>th</sup> and 201<sup>st</sup> meeting held on 16.04.2024 & 30.04.2024 respectively, the following Head/Senior Management/C-Level Positions have been created in PESCO, the detail is as under:

Sr. No	Position	Pay Scale
1	Chief Financial Officer	Market based pay package as per approval of BoD.
2	Chief Internal Auditor	
3	Company Secretary	
4	Chief Human Resource and Career Planning Officer	
5	Chief Legal Officer	
6	Chief Commercial Advisor	
7	Chief Technical/ Engineering Advisor	
8	Chief Supply Chain Management Officer	
9	Chief Information Technology Officer	

**6. (A) Appointment:**

- i. The appointments of C-Level Positions on market based pay package shall be made initially for a period of two (02) years on competitive basis which will be extendable for a maximum period of three (03) years on satisfactory performance based on performance appraisal by the Board prior to each extension.
- ii. The case for extension of the contract shall be put up for consideration by the PESCO Board of Directors not lesser than six (06) months before the date of expiry of the contract of the officer;
- iii. No contract of any such officer shall be extended beyond maximum period of 5 years. However, in exceptional case, if the Board intends to retain services of any officer, the said post may be advertised and the said officer may be allowed to apply against the said post to be considered by the Board on merit with other candidates, who may apply, against the said post on competitive basis with stipulation that level playing field may be provided to each of the candidates who may apply against the said post.

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- iv. The Performance Evaluation Reports shall be placed before the PESCO Board of Directors invariably for review / consideration at the time of contract extension with recommendation from the CEO except in case of extension against the post of Chief Internal Auditor (CIA). In case of Chief Internal Auditor, the Audit Committee of the Board may dispose such cases at the Committee level or through the Board as per relevant rules/laws.
- v. In case a Government Servant is selected through competitive process against any such position, he/she shall either resign from his/her service or seek early retirement from his/her parent organization before joining against any such post on the PESCO market based pay package. No officer shall be appointed against these posts on deputation or lien in any case.

**6. (B) Method/Eligibility Criteria:**

- i. The post (s) shall be advertised in the national dailies, if required the post may be advertised in the international renowned news-papers, with provision of 15 days' time for the candidate (s) to apply;
- ii. The eligibility criteria for the said positions is mentioned in the Schedule-I.

**7. Declaration of Conflict of Interest:**

The persons being employed under PESCO on Market Based Pay package against C-Level positions, shall submit at the time of joining an affidavit declaring their non-involvement in any other relevant business / job which may tantamount to conflict of interest as per PESCO Conflict of Interest Policy approved by the Board.

**8. Signing of Contact**

The persons on selection/appointment against these positions shall be required to sign contract with PESCO.

**9. Termination of Service Contract:**

If during currency of initial or extended period, the performance evaluation of the incumbent falls below satisfaction or his/her involvement in any corrupt practices or his connivance in the theft of electricity is established in any manner and or in understanding of the Board his/her continuance shall be detrimental for the company, the services of the officer may be terminated by the Board with or without assigning any reason. In addition, in case of financial corruption or any other criminal charge or in case of connivance in electricity theft is proven/ established, the management may be bound to refer such cases to relevant Law Enforcement/investigation/accountability agencies/ departments with approval of the Appointing Authority.

**10. Code of Conduct:**

The code of Conduct Policy/Rules/Regulations approved by the PESCO Board/competent forum shall be applicable to officers appointed against C-level positions as per this Policy.

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**11. Pay/Salary:**

The Pay/Salary of the C-Level Positions will on market based pay package as per approval of Board of Directors PESCO.

**12. Leave:**

The officers shall earn leave at the rate of 03 days per month for the period of service. The leave should be availed during the currency of the contract period.

**13. Encashment of Leave:**

Encashment of Leave shall be admissible at the completion of each contract year for the leave un-availed or refused by the competent authority at the rate so calculated on the pay per day of that year.

**14. Review of Policy:**

This prerogative to review this policy shall rest with Board of Directors of PESCO.

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**SCHEDULE-I**  
**ELIGIBILITY CRITERIA FOR THE C-LEVEL POSITIONS**

S #	Name of Post	Eligibility Criteria
1	<b>Chief Commercial Officer</b>	<ul style="list-style-type: none"> <li>• 16-year Degree in Business Administration/ Electrical/Electronic Engineering from a local/foreign university recognized by the Higher Education Commission and a valid registration from a professional body (Pakistan Engineering Council), if applicable.</li> <li>• Minimum 15 years of post-qualification relevant experience, with at least 5 years in a senior management position.</li> <li>• Knowledge of Electricity Market and its dynamics in Pakistan</li> <li>• Understanding of NEPRA commercial procedure and Power tariffs.</li> <li>• In-depth understanding of the DISCOs specific taxation and relevant tax laws.</li> <li>• Knowledge of the commercial and technical operations of DISCOs.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Upper age limit of 57 years.</li> </ul>
2	<b>Chief Human Resource Officer (“CHRO”)</b>	<ul style="list-style-type: none"> <li>• 16-year Degree in Human Resources or a related field from a local/foreign university recognized by HEC</li> <li>• Minimum 15 years of post-qualification relevant experience with at least 5 years in a senior management position.</li> <li>• Certifications, courses in HR from institutions of repute (national/international) will be a strong plus.</li> <li>• Expertise in change management and public sector HR issues will be an advantage.</li> <li>• Familiarity with public sector utility companies’ organizational structures.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Upper age limit is 57 years.</li> </ul>
3	<b>Chief Information Technology Officer</b>	<ul style="list-style-type: none"> <li>• 16-year degree in information systems, computer science, engineering or related field from HEC recognized local/foreign university</li> <li>• Minimum 15 years of post-qualification relevant experience with at least 5 years in a senior management position.</li> <li>• In-depth knowledge of information systems including software, languages, frameworks, techniques, and industry trends,</li> <li>• Experience in leading complex, major changes. and initiatives, demonstrated skills in change management on</li> <li>• Organizational and inter-personal level; experience with integrating teams across multiple business units and managing a geographically dispersed and diverse workforce</li> <li>• Substantial experience in designing and effective information governance framework across the spectrum of IT service delivery</li> <li>• Excellent verbal and written communication skills.</li> <li>• Upper age limit of 57 years.</li> </ul>

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4	<b>Chief Legal Officer</b>	<ul style="list-style-type: none"> <li>• 16-year degree: LL.B. / LL.M. / Barrister at Law</li> <li>• Minimum 15 years of post-qualification relevant experience with at least 5 years in a senior management position.</li> <li>• Licensed advocate of the High Court. Provision of Certificate for permission to act and plead before High Court issued by relevant Bar Council and Certificate for permission to act and plead before Lower Court issued by relevant Bar Council is mandatory.</li> <li>• Strong background in corporate, advisory, commercial law, and dispute resolution preferably related to the power sector.</li> <li>• Thorough knowledge of electricity laws, the regulatory framework, and public utilities.</li> <li>• Experience of work with Government and Regulatory Authorities.</li> <li>• Excellent drafting skills</li> <li>• Excellent verbal and written communication skills.</li> <li>• Upper age limit of 57 years.</li> </ul>
5	<b>Chief Technical Officer</b>	<ul style="list-style-type: none"> <li>• 16-year Degree in electrical engineering or a related field from a local/foreign university recognized by the Higher Education Commission and professional registration (Pakistan Engineering Council) (if applicable).</li> <li>• Minimum 15 years of post-qualification relevant experience with at least 5 years in a senior management position.</li> <li>• Excellent Data Analytics, Data Driven Decision Making and Problem-Solving skills.</li> <li>• Thorough knowledge of Transmission and Distribution Planning</li> <li>• In-depth knowledge of demand forecast and Contract Management</li> <li>• In-depth knowledge of electricity market, tariffs and consumer affairs</li> <li>• Knowledge of Project Management</li> <li>• Excellent verbal and written communication skills.</li> <li>• Upper age limit of 57 years.</li> </ul>
6	<b>Chief Financial Officer</b>	<ul style="list-style-type: none"> <li>• A member of an organized body of professional accountants.</li> <li>• Post Qualification relevant experience minimum of 15 years with at least five years in a senior management position.</li> <li>• Broad knowledge and experience of finance, investments and treasury operations, etc.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Upper age limit of 57 years.</li> </ul>
7	<b>Chief Internal Auditor</b>	<ul style="list-style-type: none"> <li>• At least 15 years relevant experience, in auditing and risk management, designing of internal control procedures, effective compliance of financial reliability in public/private sector with understanding of governance, risks and risks controls especially in SOEs or public sector projects with at least five years in a senior management position.</li> <li>• A member of a recognized body of professional accountants having qualification of CA/CPA/ACMA/MBA (Finance) from reputed local or international university/Institute.</li> <li>• Upper age limit of 57 years.</li> </ul>

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8	<p><b>Chief Supply Chain Management Officer</b></p>	<ul style="list-style-type: none"> <li>• Bachelor of Electrical/ Electronic Engineering (BE). Candidates with additional qualification in Supply Chain Management/Operations/Research or in a related field from a local/foreign university recognized by HEC and professional registration (Pakistan Engineering Council) will be given preference.</li> <li>• Post Qualification relevant experience minimum of 15 years with at least five years in a senior management position.</li> <li>• Broad knowledge and experience of supply chain and procurement practice and related tools preferably related to the power sector</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Data Analytics, Data Driven Decision Making and Problem Solving</li> <li>• Broad knowledge of Business Processes</li> <li>• Thorough knowledge of PPRA Rules and procurement practices in the electricity distribution sector</li> <li>• In-depth knowledge of Market / industry trends from procurement perspective</li> <li>• In-depth Knowledge of supply chain strategy development and procurement planning</li> <li>• Knowledge of Project Management</li> <li>• Upper age limit of 57 years.</li> </ul>
9	<p><b>Company Secretary</b></p>	<ul style="list-style-type: none"> <li>• Member of a recognized body of professional accountants; or</li> <li>• Member of recognized body of corporate chartered secretaries; or</li> <li>• Person holding a 16 years degree in Business Administration /Commerce/ Law Graduate from a university recognized by Higher Education Commission.</li> <li>• Excellent Verbal and written communication skills.</li> <li>• A minimum of five (05) years of relevant experience as Company Secretary.</li> <li>• Energy sector experience will be given preference.</li> <li>• Must be fully conversant with commercial laws, corporate governance rules, and regulatory regime governing power distribution companies.</li> <li>• Must possess excellent drafting and communication skills.</li> <li>• The ability to perform effectively in challenging situations is essential.</li> <li>• Upper age limit of 57 years</li> </ul>