

Job Descriptions of Senior Positions

Sr	Designation	Job description
1	Chief Operating Officer	<ul style="list-style-type: none"> • Will be responsible for overall projects and operations under SIDCL • directly report to the CEO SIDCL. • supervise green line operations unit; engineering wing and other technical and administrative matters. • coordinate with govt. of Pakistan and govt. of Sindh and inter-agency coordination. • to exercise financial and administrative powers delegated by CEO SIDCL under approval of the BOD • To exercise any other delegated functions of CEO for smooth execution of SIDCL functions. • Any other task assigned by the CEO and BOD SIDCL.
2	General Manager (Engineering)	<ul style="list-style-type: none"> • The selected candidates are to represent Client side and deal with senior and managerial technical positions in house, national and international consultants hired for projects, manage and monitor contracting firms executing various constructions under timelines.
2	Chief Financial Officer	<ul style="list-style-type: none"> • Reporting to CEO • CFO is to oversee SIDCL operation's unit control • And that the strategic planning and decision making are supported by sound analysis. • The CFO must also provide the necessary leadership and support to ensure that the financial affairs are conducted in a transparent and professional manner and financial records are in accordance with applicable rules and regulations • Work in coordination with the internal audit department.
3	General Manager Operations	<ul style="list-style-type: none"> • The incumbent will supervise all aspects of control room operations for bus operations and any other mode and function in central control center. • The GM (operations) will also responsible for developing guidelines, rules and standards operating procedures, and maintain effective relationships with key stakeholders including Traffic police, security services and contracting entities providing services. • Manage a team responsible for day-to-day operations (sales, customer service, account management, content creation, human resources, marketing and business development). • Build expert-level understanding of the vertical and develop strategies to maintain and grow our leadership position. • Develop and manage operational budgets and perform periodic cost and productivity analysis. • issues, opportunities and development plans against company objectives.

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		<ul style="list-style-type: none">• Any other task assigned by the management or the BOD.
5	Company Secretary	<ul style="list-style-type: none">• Reporting to CEO, COO and BODs.• Will be responsible for ensuring compliance with the Corporate Governance rules, Companies Act 2017 and other relevant statements of best practices are complied with.• Any other tasks assigned by the management or the BOD.