



CAREER OPPORTUNITY



Punjab Mineral Company (Pvt.) Limited (PMC) is wholly owned by the Government of Punjab and holds the mandate for Mineral Exploration in Punjab. PMC is dedicated to discovering and harnessing the mineral potential of the region, contributing to the economic growth and development of the country.

PMC is looking for dynamic, energetic, and self-driven professionals. We offer a market-based competitive salary package and an opportunity to work in an environment that fosters growth and innovation.

PMC is an equal-opportunity employer. We are committed to compliance with government-mandated quotas and encourage applications from all qualified individuals. This includes a 15% quota for women, a 5% quota for minorities, and a 1% quota for individuals with disabilities. We believe in creating a supportive and inclusive workplace for all employees.

Sr. No.	Positions	Positions Available	Max Age Limit	Qualification & Experience	Job Requirements
1	Senior Project Manager (Technical & Operations)	One (1)	50 years	M.Sc. (Geology) or equivalent with 10 years relevant experience OR B.Sc. (Geology) or equivalent with 12 years of relevant experience	<ul style="list-style-type: none">Relevant work experience in Mineral Exploration/ Mining, preferably in projects at a senior level within the Government and private sectorMust have experience in Mineral Exploration/Mining including Geological Mapping / Survey, Geochemical studies, data interpretations, drilling supervision, Resource Estimation, report writing, etc. on Mineral ProjectsKnowledge & Experience in Topography Surveys, Geophysical surveys, and 3D modeling will be given weight in selection.Effective communication and social skills, effective across a broad spectrum of nationalities and culturesMust have the ability to manage, plan, and execute Mineral Exploration/Mining Projects of a diversified nature.A candidate with experience in metallic mineral exploration will be preferred
2	Geologist	One (1)	33 years	M.Sc. (Geology) or equivalent with 02 years of relevant experience OR B.Sc. (Geology) or equivalent with 03 years of relevant experience	<ul style="list-style-type: none">Relevant work experience in Mineral ExplorationMust have site experience in Drilling supervision and Core logging.Able to perform geological mapping and sampling of outcrops.Must be proficient in computer applications.Ability to work in multiple places i.e., office and project site.A candidate with experience in metallic mineral exploration will be preferred
3	Front Desk Officer	One (1)	35 years	BA or equivalent 3 years experience as front desk Officer, agent, or relevant position. OR MA or equivalent 2 years experience as front desk Officer, agent, or relevant position.	<ul style="list-style-type: none">Experience within the public/private sector.Greet and welcome guests.Answer questions and address complaints.Answer all incoming calls and redirect them or keep messages.Receive letters, packages, etc., and distribute them.Prepare outgoing mail by drafting correspondence, securing parcels, etc.Check, sort, and forward emails.Keep updated records and files.Fleet management of company vehicles.Take up other duties as assigned (travel arrangements, schedules meetings, etc.)

- Interested candidates are encouraged to apply by sending their updated CV and a copy of their CNIC through company website pmc.punjab.gov.pk/careers not later than **Monday, July 01, 2024**.
- Incomplete and irrelevant applications will not be considered.
- Only shortlisted candidates will be contacted for the further recruitment process.
- Employment term will be offered in accordance with the Company HR Policy.
- In-service candidates should also apply through the proper channel.
- No TA/DA will be admissible for the interview(s).
- PMC reserves the right to accept or reject applications for any position.

HUMAN RESOURCE MANAGEMENT
SUPPORT SERVICES DEPARTMENT

PUNJAB MINERAL COMPANY (PVT.) LIMITED (PMC)

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