



# West Zone Power Distribution Company Ltd.

(An Enterprise of Bangladesh Power Development Board)

35, Biddyut Bhaban, Boyra Main Road, Khulna-9000.

Memo No.27.22.4785.002.27.001.25-2359

Date: 04/09/2025

## Career Opportunity

West Zone Power Distribution Company Ltd. (WZPDCL) is engaged in distribution of electricity in the South Western part of Bangladesh (21 District & 21 Upazila Sadar), invites applications from Bangladeshi citizen for recruitment of **Company Secretary** for the Company on contractual basis. Job description, required qualification & experience and salary packages are described as under:

### Job Description

1. To provide guidance and advice to board members in the performance of their duties and responsibilities in accordance with the rules and regulations.
2. Preparing the agenda; coordinating and distributing the board agendas for meetings; recording the minutes of the board meetings and distributing the minutes to the directors; ensuring the implementation of the decisions taken. Ensuring compliance with the company's memorandum and articles of association.
3. Ensuring high standards of corporate governance are maintained, monitoring performance in this regard and presenting its report to the board in case of any deviation. Ensuring that matters related to the board of WZPDCL are taken care of and taking necessary legal actions.
4. Advising on corporate legal matters, seeking and using appropriate external advice where necessary. Executing and administering all contracts and leases of WZPDCL.
5. Establishing effective working relationships with external lawyers, external auditors, etc.
6. Coordinating transactions with the regulator.
7. Providing advice and assistance to the board in interpreting and implementing government employee and labor relations policies and developing WZPDCL policies and procedures.
8. Coordinating and communicating with various board committees (audit, admin, procurement) for work execution and presentation to the board and acting as member secretary to all board committees.
9. To oversee and provide direction to WZPDCL's public relations functions so as to promote and portray a better organizational image and contribute to build the organizational brand.
10. Planning and implementing corporate social responsibility related activities and evaluating post-implementation actions.
11. To oversee and guide the welfare of internal and external stakeholders and the fulfillment of corporate social responsibility.
12. To perform other duties assigned by the controlling authority from time to time.

### Educational Qualification and Requirement:

- (a) At least Master's in Law/Management, MBA or any other relevant subject from any recognized university. Candidates who have professional degree (CS/CA/CMA) will get preference.
- (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA 3.5 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0.
- (c) At least 15 years work experience in the relevant field of which 3(Three) years of work experience in senior position as Manager or Equivalent in generation/transmission/distribution utilities/large reputed organization.
- (d) Must be able to demonstrate strong participatory leadership ability.
- (e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.
- (f) Must have strong communication skills in English (written & oral) including computer literacy.

### Age:

Maximum : 57 years as on 25/09/2025.

### Tenure of Appointment:

The initial contract will be for 3(three) years. It can be extended to the maximum age limit of 60 years subject to satisfactory performance.

### Salary and Allowances:

Basic pay Tk. 1,05,000/-(One Lac Five Thousand only) per month plus house rent 50% of basic pay, 2(two) festival bonus, bangla new year allowance (20% of basic) per year, gratuity, contributory provident fund, group insurance, leave encashment, reimbursement of medical expenses and other

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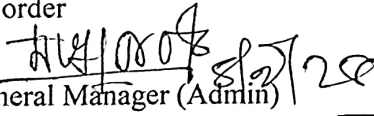
fringe benefits will be admissible as per provisions of the company. He/She will also be entitled to a full-time transport with fuel and driver as per vehicle usage policy of the company. Income tax shall be paid by the incumbent.

### **Submission of Application:**

Interested candidates have to apply only through the 'Online Application Form' from 05/09/2025 to 25/09/2025, wherein a scanned recent photograph, signature, NID, all academic and experience certificates should be duly uploaded. The 'Online Application Form's web link: (<https://jobs.wzpdcl.gov.bd:6780>) will be available in the Website of WZPDCL. Before filing up the application form please read the instructions carefully. Candidates still serving in GoB/SOE's/Autonomous bodies/SOC's should apply through proper channel. Please note that only short-listed candidates will be invited for interview. No TA/DA will be given for participating in the interviews. WZPDCL authority reserves the right to accept/reject any or all applications without assigning any reasons whatsoever.

The applicant must pay application fee of 2,000/- (Two thousand) Taka in favor of West Zone Power Distribution Company Limited (WZPDCL) through DBBL Payment Gateway.

By order

  
General Manager (Admin)  
WZPDCL, Khulna.

