



## CAREER OPPORTUNITIES

State Life Insurance Corporation of Pakistan commonly known as State Life or SLIC, is the largest life Insurance Corporation of Pakistan by assets and market presence. Committed to extending the benefits of insurance to all sections of society. SLIC upholds its commitment to policyholders and the nation by ensuring financial security and reliability.

SLIC is looking for dynamic and results-driven professionals to fill the following positions on contractual basis for an initial period of three (03) years. Extension may be granted based on satisfactory performances. These positions are based at Principal Office in Karachi:

S. No.	Title of the Post	Minimum Qualification, Experience	Job Role & Responsibilities
1.	<b>Assistant General Manager (AGM)</b> Max Age limit - 45 years  No. of positions: 01	<ul style="list-style-type: none"> <li>Minimum 18 years education having completed MBA/M.Com/MPA/LLB or equivalent/relevant qualification from a reputable University recognized by HEC with minimum 04 to 05 year post qualification experience in the relevant field</li> <li>Must have knowledge, skill and experience of legal &amp; corporate governance. Core and functional Competences includes decision making, problem solving, presentation, analytical thinking and drafting</li> <li>Must be excellent in IT knowledge and written and verbal communications</li> <li>Chartered Secretary certified candidate shall be preferred</li> </ul>	<ul style="list-style-type: none"> <li>Assist on preparation of Board agendas, minutes and board papers for Board Members</li> <li>Responsible for the internal, external and regulatory compliance of the related Divisional Head portfolio</li> <li>To assist Divisional Head in preparation and updating of Policies and procedures pertaining to Corporate Affairs</li> <li>Help to ensure Board meeting run smoothly and in accordance with legal requirements, facilitating effective communication between the board and other stakeholders</li> <li>Conduct research and provide recommendation on governance best practices</li> <li>Providing legal, financial and/or strategic advice during and outside of meetings</li> <li>Ensure adherence to SECP filing requirements with respect to governance</li> <li>Monitor regulatory changes and update relevant departments on new compliance requirements</li> <li>Liaise with regulatory bodies, ensuring timely submission of required reports and documentation</li> </ul>
2.	<b>Manager</b> (Corporate Affairs) Max Age limit - 45 years  No. of positions: 01	<ul style="list-style-type: none"> <li>Minimum 16 years education having completed BS/BBA/LLB or equivalent relevant qualification from a reputable University recognized by HEC with minimum 03 to 04 years post qualification experience in the relevant field</li> <li>Proven experience in Corporate Governance/Secretarial/Legal role</li> <li>Hands-on experience working with Ms. Office Suite and strong communication skills</li> <li>Chartered Secretary certified candidate shall be preferred</li> </ul>	<ul style="list-style-type: none"> <li>To assist the Divisional Head/Company Secretary to organize the Board Meetings, Committee Meetings</li> <li>Co-ordinate logistics for board and committee meeting including scheduling, venue, arrangements and technical support</li> <li>To ensure the recording of board proceedings, prepare the minutes and their implementation</li> <li>To assist the Corporate Secretarial team in their routine operations including liaison with all stakeholders including SECP, SBP and other Institutions</li> <li>To ensure the maintenance of appropriate record keeping of Corporate Secretarial department as per the recording keeping standards</li> </ul>
3.	<b>Assistant Manager</b> (Corporate Affairs) Max Age limit - 45 years  No. of positions: 01	<ul style="list-style-type: none"> <li>Minimum 16 years education having completed BS/BBA/LLB or equivalent relevant qualification from a reputable University recognized by HEC with minimum 02 years post qualification experience in the relevant field</li> <li>Proven experience in Secretarial/Legal role</li> <li>Command over Ms. Office suite and strong communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Vetting of all Board documents referred by any Division</li> <li>Deal with legal issues in a timely and professional manner such that dependence on outside counsel is minimized</li> <li>Liaise with relevant Government offices, panel law firms and other competent authorities for Company business</li> <li>Identify potential legal risks and suggest proactive strategies to mitigate them</li> <li>Drafting/Vetting of all policy documents</li> </ul>

**Note:**

- The candidates who possess the domicile of the respective province with the requisite qualification, age and experience may apply for the post.
- Selected candidates shall be posted anywhere in Pakistan
- State Life Insurance Corporation strictly observes the Federal Government Quota Policy including disable, minority and women quota.
- No TA/DA will be admissible for the test or interview.
- Government employees should apply through proper channel.
- The Corporation reserves the right to accept or reject any application or postpone the recruitment process without assigning any reason.

**How To Apply:**

- All interested candidates who fulfill the above requisite criteria, may send their applications on the prescribed application form along with the photocopy set of all documents containing CNIC, two passport size photographs, testimonial certificates, domicile & experience certificates etc. within 15 days of publication of this advertisement to HR and Admin Division, 12th Floor State Life Building No. 11, Abdullah Haroon Road, Saddar, Karachi by register Courier/TCS
- Application form can be downloaded from the official website of State Life
- Incomplete applications, received after due date will not be considered.

**We are an equal opportunity employer. Female candidates are encouraged to apply**

**Divisional Head (HR & Admin)**

State Life Insurance Corporation of Pakistan, Principal Office, State Life Building No. 9, Dr. Ziauddin Ahmed Road, Karachi

**FOR RENTING OF OFFICE SPACE IN STATE LIFE BUILDINGS, PLEASE CONTACT THE GIVEN TELEPHONE NUMBERS  
(051-9206017/053-9260340/091-9222000, 021-99202865, 021-99204525 & 021-99204520)**