



Date: 19th June, 2025
Division: HR & Admin

**All Officers,
SLIC, P.O**

Circular No. HR & A /PO/01/2025

SLIC is looking for dynamic and result oriented professional for the Management cadre position of Divisional Head (LAD) for an initial period of two (02) years, based at Principal Office(PO) Karachi.

2. In order to give a chance to in-house capable officers of AGM and above level to prove themselves “ a Key Person”, as Divisional Head (LAD), the applications are invited from interested officers who fulfill the following criteria:

(a) Existing Grade:

- At least Assistant General Manager Level

(b) Education:

- LLB, LLM qualified shall preferred

(c) Skills & Experience

- Overall at least ten years' experience in handling legal Matters
- Must have command over legal matters related to HR & A, Real Estate, PHS, LAW, Marketing Divisions etc.
- Preferably in Corporate Affairs, Legal Affairs, Compliance and Risk Management.
- Preference shall be given to those officers who possess the Bar Practices experience
- Fully aware of Insurance laws & Regulations of Statuary Bodies etc.

(d) Job Role & Responsibilities

- Managing functions of Corporate Affairs, Legal Affairs, Compliance and Risk Management
- Provide dynamic and progressive legal support to the Board of Directors and Senior Management on various matters such as legal rights, and new and existing laws.
- Lead and manage the functions of legal services to ensure smooth and timely delivery of services to various stakeholders.
- Examining and creating draft agreements, such as employment and vendor agreements.
- Maintaining knowledge of organization's operations and legal documents.
- Conducting legal research and reviewing company's litigation strategy pertaining to legal actions.
- Safeguard the interest of State Life from legal issues and against all kind of legal implications.

Cont/p-2



3. The Circular along with application forms have been uploaded on the SLIC Website as well as on notice board upto the Regional /Zonal level.
4. The employees who possess the requisite qualification, age and experience may apply for the post(s) through proper channel by addressing to the undersigned within Fifteen (15) days of this circular.
5. Only shortlisted employees will be called for interview.
6. Selected candidates will be posted at Principal Office, Karachi.

Dr. Nisar Ahmed Shah
Divisional Head (HR & Admin)

Copy to:

- *S.O to CEO,*
- *All Executive Directors*
- *All Divisional Heads / Departmental Heads, P.O*
- *All Regional Chiefs /Zonal Heeads*
- *Master File*

