

CAREER OPPORTUNITY REQUIRED LAWYERS

State Life Insurance Corporation of Pakistan commonly known as State Life or SLIC, is the largest life Insurance Corporation in Pakistan by assets as well leading insurer in the country by extending the benefits of insurance to all sections of society and meeting our commitments to our policy holders and the nation.

SLIC is looking for dynamic and result oriented professionals for the following positions on contract basis for a period of three (03) years, further extendable subject to satisfactory performances:

S. No.	Title of the Post	Minimum Qualification, Experience	Role & Responsibilities
	<p>Assistant General Manager (AGM) (Board Secretariat)</p> <p>Max Age limit – 45 years</p> <p>Karachi Based</p>	<ul style="list-style-type: none"> • Minimum 18 years education having completed MBA/M.Com/MPA/LLB or equivalent/relevant qualification from a reputable University recognized by HEC with minimum Five (05) years post qualification experience in the relevant field. • Must have Knowledge, skill & experience of legal & corporate governance. Core & functional Competences includes decision making, problem solving, presentation, analytical thinking and drafting. • Must be excellent in IT knowledge and written & verbal communications • Chartered Secretary certified candidate shall be preferred. 	<ol style="list-style-type: none"> To prepare the Board agendas , minutes and board papers for Board Members Responsible for the internal, external and regulatory compliance of the related Divisional Head portfolio. To assist Divisional Head in preparation and updating of Policies and procedures pertaining to Board Secretariat. To ensure Board meetings run smoothly and in accordance with legal requirements, facilitating effective communication between the board and other stakeholders. Conduct research and provide recommendation on governance best practices Providing legal, financial and/or strategic advice during and outside of meetings. Ensure adherence to SECP filing requirements with respect to governance Monitor regulatory changes and update relevant departments on new compliance requirements. Liaise with regulatory bodies, ensuring timely submission of required reports and documentation.
	<p>Manager (Board Secretariat)</p> <p>Max Age limit – 45 years</p> <p>Karachi Based</p>	<ul style="list-style-type: none"> • 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 • Proven experience in Corporate Governance / Secretarial / Legal role and compliance requirements • Hands-on experience working with Ms. Office Suite and strong communication skills • Chartered Secretary certified candidate shall be preferred. 	<ol style="list-style-type: none"> To assist the Divisional Head / Company Secretary to organize the Board Meetings, Committee Meetings Co-ordinate logistics for board and committee meetings including scheduling, venue , arraignments and technical support To ensure the recording of board proceedings, prepare the minutes and their implementation To assist the Corporate Secretariat team in their routine operations including liaison with all stakeholders including SECP, SBP and other Institutions. To ensure the maintenance of appropriate record keeping of Corporate Secretariat department as per the recording keeping standards.
	<p>Manager (Communication Strategist)</p> <p>Max Age limit – 45 years</p> <p>Karachi Based</p>	<ul style="list-style-type: none"> • Minimum 18 years education having completed MBA/M.Com/MPA or equivalent relevant qualification from a reputable University recognized by HEC with minimum 05 to 06 years post qualification experience in the relevant field. • Have knowledge of Communication theories, principles and techniques and ability to research , clearly and concisely write and edit a variety of 	<ol style="list-style-type: none"> To create & manage the strategic communication plans to enhance the Corporation's visibility and public image To oversee the various communication projects and coordinating external communication initiatives to promote the Corporation's service & programme. To plan special events including working with vendors, preparing materials, arranging speakers and sessions, overseeing the event days including press conference & media events and managing the budget.

		<p>communication materials</p> <ul style="list-style-type: none"> • Event Planning Experience is preferred. • Suffices knowledge of communication related software (Adobe creative, Cloud software including InDesign, Photoshop, Illustrator) as well as Google analytical , Social Media analytics and website content management systems 	<p>iv. To oversee the composing and editing a variety of documents such as articles for intranet sites, newsletters, web content, graph designer etc.</p> <p>v. Communicates with the public, regulatory agencies and employees through multiple media channels.</p> <p>vi. To create strategies to increase employee awareness</p> <p>vii. To create strategies to increase employee awareness and promote productivity.</p>
	<p>Deputy Manager (Digital Media Officer)</p> <p>Max Age Limit - 45 years</p>	<ul style="list-style-type: none"> • Minimum 16 years education having completed BBA/B.Com/BS/BCS or relevant qualification from a reputable University recognized by HEC / PEC with minimum 03 to 04 years post qualification proven experience in the relevant field • Have strong understanding of Social Media Platforms , Digital advertising , and SOE/SEM • Must be proficient in Digital Analytical Tools (e.g. Google Analytical) 	<ul style="list-style-type: none"> • i. Responsible to develop and implement the Digital Media Strategy. • ii. To manage and monitor the social media platforms, creating engaging contents with alignment, analyzing digital campaigns. • iii. To enhance and promote the innovative insurance products & services and increase the brand awareness and customer engagements. • iv. Identify the KPIs and track the success of digital campaigns • v. Engage with followers, respond to inquiries, handle to customers service issues on social media platform and stay updated with digital trends • vi. Usage of analytical tools to track and report on the performance of digital media campaign. • vii. Implement the search engine optimization(SEO) strategies to improve the online visibility • viii. Manage search engine marketing (SEM) campaign to drive targeted traffic to Organization website.
1	<p>Deputy Manager (on contract)</p> <p>No. of Posts: 3</p> <p>Max Age Limit – 45 Years</p>	<p>LLB from HEC recognized (Preference will be given to LLM Holders)</p> <p>05 Years active practice as Advocate of High Court</p> <p>Must be Registered in Bar Council</p>	<ul style="list-style-type: none"> • Provide strategic guidance/opinion on all issues pertaining to the Law Division. • Monitor the pending litigations in various courts and devise strategies to expedite the disposal of Court cases. • Vetting of all documents, petitions and reports to be submitted to the Courts and prepare para wise comments to be submitted to the courts of law • Devise, procedure for handling complex court cases. • Prepare monthly and quarterly reports for the Senior Management • Liaise with relevant Government offices, panel law firms and other competent authorities for Company business Drafting/Vetting of all policy documents referred by any Division, speaking orders to be issued by the Competent Authority in compliance with Court orders. • Devise standard guidelines for expeditious processing of all Court cases especially the complex ones and those requiring urgent action e.g. those impleading the CEO / ED as prime respondent. • To represent the SLIC as Departmental Representative on need basis in various Courts. • Identify potential legal risks and suggest

			proactive strategies to mitigate them.
2	<p>Assistant Manager (on contract)</p> <p>No. of Posts: 4 Max Age Limit – 45 Years</p>	<p>LLB from HEC recognized (Preference will be given to LLM Holders) 03 Years active practice as Advocate of High Court</p> <p>Must be Registered in Bar Council</p>	<ul style="list-style-type: none"> • Vetting of all policy documents referred by any Division, Speaking orders to be issued by the Competent Authority in compliance with Court orders. • To prepare the para-wise comments in collaboration with concerned quarters and responsible to submit before the apex court • Follow up the cases day to day and update the same to the superiors along with action points • Appear before the Court and other fora on behalf of the SLIC where necessary.
3	<p>Executive Officer (on contract)</p> <p>No. of Posts: 1 Max Age Limit – 35 Years</p>	<p>LLB from HEC recognized (Preference will be given to LLM Holders) 02 Years active practice as Advocate Must be Registered in Bar Council</p>	<ul style="list-style-type: none"> • Coordinate with different departments of the SLIC to facilitate legal advice/ opinion on the issues pertaining to general operations. • Draft /vet speaking orders, guidelines, notices documents, contracts, letters etc. in coordination with client departments and external advocates. • Deal with legal issues in a timely and professional manner such that dependence on outside counsel is minimized. • To manage and maintain record of all cases, petitions either pending or decided by the Hon'ble Courts/Tribunals

Note:

- The candidates who possess the domicile of respective province with 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 test/interview
- Government employees should apply through proper channel.
- The Corporation reserves the right to accept, reject any application or postpone the recruitment process without assigning any reason.

How To Apply:

- Application form with prescribed test fee deposit is available on Pakistan Testing Service website (www.pts.org.pk); pay the test fee Rs.810/- in any of the country-wide online branches of UBL & HBL.
- Please send, by mail or courier, the filled up application form along with the paid copy of FEE DEPOSIT SLIP (in original) to "Pakistan Testing Service Head Quarter, 3rd Floor, Adeel Plaza, Fazl-e-Haq Road, Blue Area, Islamabad" within 15 days, after publication of this advertisement.
- "Applications without attached FEE DEPOSIT SLIP will not be entertained"
- In case of applying for more than one post, separate application & deposit form must be processed.
- Incomplete applications and those received after the last date shall not be entertained.
- Only short-listed candidates shall be called for test/interview.
- Deposited amount is Non-Refundable / Non-Transferable.
- Please Indicate the Project Name & Job Title on the Right Hand Corner of the Envelope.
- For further information and test related queries, please visit the PTS (Pakistan Testing Service) website: www.pts.org.pk or contact 051-111-111-787.

We are an equal opportunity employer. Female candidates are encourage to apply

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Divisional Head (HR & Admin)

State Life Insurance Corporation of Pakistan,
Principal Office, State Life Building # 9,
Dr. Ziauddin Ahmed Road, Karachi.