



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Pakistan's
Largest Life
& Health
Insurer

JOB OPPORTUNITY

DIVISIONAL HEAD – LAW AFFAIRS DIVISION

State Life Insurance Corporation of Pakistan commonly known as State Life or SLIC, is the largest life insurance corporation of 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 professional in the field of Law to ensure adherence by-laws, charter and other legal matters.

ROLE AND RESPONSIBILITIES

- Provide dynamic and progressive legal support to all Divisions as well as Board of Directors and Senior Management on legal matters
- 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
- To attend the court hearings on behalf of SLIC in important matters or as deemed appropriate
- To represent SLIC at various Government and other legal forums including standing committees and ministries as and when required
- Maintaining knowledge of organization's operations and legal documents
- Conducting legal research and reviewing Corporation's litigation strategy pertaining to legal actions
- Safeguard the interest of State Life from legal issues and against all kind of legal implications
- Review and finalize all contractors/agreements/MoUs concerning legal attributes

POSITION

- Divisional Head (Legal Affairs Division) equivalent to DGM Grade

EDUCATION

- LLB, LLM shall preferred and a registered member of Pakistan Bar Counsel

SKILLS AND EXPERIENCE

- At least ten (10) years' experience of which five years' in a Senior Management Position/or a prominent practicing lawyer in the relevant field
- The candidate who possess the adequate institutional experience in Corporate Affairs, Legal Affairs, Compliance and Risk Management shall be given Preference
- Fully aware of Insurance laws and regulations of Statutory Bodies etc.

AGE LIMIT

- Maximum Age limit is 45 years at the time of publication of advertisement. However, age relaxation may be given to those candidates who have qualifications and experience of past standing so warrant, as per SLIC rules and Regulations

TENURE AND POSITION

- Contract basis for a period of three (03) years and further extendible with mutual consent, based at Principal Office, Karachi

NOTE

- Provincial Quota shall be observed in terms of Federal Government Policy
- Only short-listed candidates will be called for the test/interview
- Government employees may apply through proper channel after getting NOC from parent department
- The Corporation reserves the right to accept/reject any application or postpone/cancel the recruitment process without assigning any reason
- SLIC existing pay scale salary package shall be offered to selected candidate
- Interested candidates who possess the requisite qualifications, age and experience may apply with confidence
- Application form can be downloaded from the SLIC website and send the same duly filed along with resume, educational, experience reference with Fifteen (15) days of the publication of this advertisement at following address.

**Divisional Head, HR & Admin Division, 12th Floor, State Life Building No. 11,
Abdullah Haroon Road, Zainab Market, Karachi**

We Are An Equal Opportunity Employer – Female Candidates are Encourage to Apply

**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)**

PID (K)