



## CAREER OPPORTUNITY

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 as the 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 Management cadre positions on contract basis for a period of three years and further extendable subject to satisfactory performance, based at Principal Office:

S. No.	Title of the Post	Minimum Qualification, Experience	Role & Responsibilities
1.	<b>Chief General Counsel (CGC)</b>  Max Age limit - 58 years	a) LLB with at least <b>15 years Bar experience</b> LLM will be considered as additional qualification b) Should be a registered member of High Court	<ul style="list-style-type: none"> <li>Managing functions of Corporate Affairs, Legal Affairs and Regulatory Matters.</li> <li>Provide dynamic and progressive legal support to the Board of Directors and Senior Management on various matters such as legal rights, both new and existing laws.</li> <li>Lead and manage the functions of legal services to ensure smooth and timely delivery of services to various stakeholders.</li> <li>Examining and creating draft agreements, such as employment and vendor agreements.</li> <li>Maintaining knowledge of organization's operations and legal documents.</li> <li>Conducting legal research and reviewing company's litigation strategy pertaining to legal actions.</li> <li>Safeguard the interest of State Life from legal issues and against all kind of legal implications.</li> <li>Liaison with advocates on panel.</li> </ul>
2.	<b>Board Secretary (Company Secretary) (BSD)</b>  Max Age limit - 50 years	a) A member of recognized professional body of accountants (CA, FCMA / FCCA) <b>OR</b> b) Chartered secretaries <b>OR</b> a member of a recognized body of corporate <b>OR</b> c) Master's Degree in business or finance or Commerce or Law from a university recognized by HEC with overall 05 years' experience, preferably in Insurance Sector.	<ul style="list-style-type: none"> <li>Responsible for handling the activities relating to the Board and its committee in accordance with governing law, rules &amp; regulations.</li> <li>To prepare the Board agendas, minutes and board papers for Board Members and ensure the recording of board proceedings, prepare the minutes and their implementation.</li> <li>Responsible for the internal, external and regulatory compliance of the related Divisional Head portfolio.</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> <li>To liaise and correspondence with the Directors &amp; Government.</li> </ul>

**Note:**

- Provincial Quota shall be observed in terms of Federal Government Policy
- Only shortlisted candidates will be called for the test / interview.
- Salary package of selected candidates shall be decided as per prevailing rule/policy of the Corporation.
- 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.
- Female candidates are encouraged to apply.

**How To Apply:**

- Please download the Application Form from the State Life Insurance website ([www.statelife.com.pk](http://www.statelife.com.pk)) along with undertaking.
- Interested candidates who possess the requisite qualifications, age and experience may apply with confidence and send duly-filled Application Form along with Resume, CNIC, Domicile Educational and Experience Reference & 02 passport size photos within 15 days of the publication of this advertisement at the address mentioned below.
- Please indicate the job title (post applied) on the right hand corner of the envelope.
- Incomplete applications, received after the due date shall not be entertained.
- For further information, please contact 021-99204527, 111-111-888.

**We are an equal opportunity employer**

**Divisional Head (HR & Admin Division)**  
2<sup>nd</sup> Floor, State Life Building No. 9, Dr. Ziauddin Ahmed Road, Karachi

**FOR RENTING OF OFFICE SPACE IN STATE LIFE BUILDINGS, PLEASE CONTACT THE GIVEN TELEPHONE NUMBER (051-9206017/053-9260340/091-9222000)**