



JOB OPPORTUNITY

(Head of Operations-Voluntary Pension Scheme (VPS) and  
Contributory Provident and Pension Fund (CPF))

State Life Insurance Corporation of Pakistan (SLIC) 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 professional who can lead, manage, and oversee the operations of the Voluntary Pension Scheme (VPS) and Contributory Provident & Pension Fund (CPF), ensuring full compliance with SECP regulations, efficient processing of contributions and withdrawals, robust fund management support, and seamless coordination across internal teams and external stakeholders. The incumbent will play a strategic role in ensuring the operational excellence, risk mitigation, and customer service of the VPS/CPF function. The position is purely on contract basis for a period of three (03) years, further extendable subject to satisfactory performance:

S. No.	Title of the Post	Minimum Qualification, Experience	Job Role & Responsibilities
1.	<b>Head of Operations (VPS &amp; CPF)</b>  Max Age limit - 45 years  Karachi based	<ul style="list-style-type: none"><li>Master's degree in Business Administration, Finance or Accounting, Investment, Actuarial.</li><li>Minimum 3-5 years of experience in insurance, asset management, and pension operations, with at least 1-2 years in a leadership role. Experience in handling SECP-regulated retirement or mutual fund products preferred.</li></ul> <b>Skill &amp; Competencies</b> <ul style="list-style-type: none"><li>Deep understanding of VPS/CPF regulatory framework, retirement planning, and fund operations.</li><li>Strong process management, compliance, and risk assessment skills.</li><li>Proficient in MIS, reporting tools, and digital platforms.</li><li>Excellent leadership, communication, and stakeholder management capabilities.</li><li>Knowledge of Islamic finance and Shariah-compliance funds is an added advantage (if applicable).</li></ul>	<b>i. Operational Leadership</b> <ul style="list-style-type: none"><li>Lead the end-to end operations of the VPS/CPF Scheme, including contribution collection, fund allocation with the coordination of Investment Division, switching, withdrawals, and annuitization.</li><li>Design and implement SOPs and workflows to ensure timely and accurate processing of all transactions.</li></ul> <b>ii. Regulatory Compliance</b> <ul style="list-style-type: none"><li>Ensure full compliance with SECP's VPS Rules, 2005, and related regulatory frameworks.</li><li>Prepare and oversee submission of regulatory returns, reports, and compliance audits.</li></ul> <b>iii.Fund Administration</b> <ul style="list-style-type: none"><li>Coordinate with Fund Manager, Trustees, and Custodians to manage daily fund operations.</li><li>Monitor NAV calculation, participant allocations, and fund rebalancing processes.</li></ul> <b>iv.System &amp; Process Optimization</b> <ul style="list-style-type: none"><li>Work with IT teams for VPS/CPF operations and participant servicing. Oversee system controls, reporting automation, and participant access portals.</li></ul> <b>v. Participant Services &amp; Communication</b> <ul style="list-style-type: none"><li>Ensure timely communication with participants regarding statements, fund performance, and policy changes. Handle complex participant queries, grievance, and dispute resolution with service excellence.</li></ul> <b>vi.Risk Management</b> <ul style="list-style-type: none"><li>Identify operational risks and implement mitigation controls. Ensure internal audit and risk management protocols and integrated into daily operations.</li></ul> <b>vii.Team Management &amp; Training</b> <ul style="list-style-type: none"><li>Lead, train, and develop the VPS/CPF operations team for performance and compliance.</li><li>Ensure continuity planning and strong cross functional collaborations.</li></ul>

- Note:
- The position is Karachi based only and non-transferable.
  - 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 after getting NOC from parent department.
  - The Corporation reserves the right to accept, reject any application or postpone the recruitment process without assigning any reason.

- How To Apply:
- Please download the Application Form from the SLIC website ([www.statelife.com.pk](http://www.statelife.com.pk)).
  - Interested candidates who possess the requisite qualifications, age and experience may apply by sending the duly-filled Application Form, along with Resume, 02 passport size photos, Domicile, experience certificates and all educational documents within 15 days, after publication of this advertisement at the address mentioned below.
  - Please indicate the job title (post applied) on the right-hand corner of the envelope.
  - 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)

State Life Insurance Corporation of Pakistan, 12<sup>th</sup> Floor, State Life Building No. 11, Abdullah Haroon 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)