

Tender No.P&GS/PO/38/2023
HIRING OF HR CONSULTANT ON RETAINER SHIP

State Life Insurance Corporation of Pakistan, a Public Sector Insurance Corporation, intends to hire the services of a qualified Human Resource consultant on a monthly retainer ship basis for a period of one year and extendable for the further period with the mutual consent.

Education qualifications

An applicant having sixteen (16) years of education and holding a degree of Masters in Public Administration, Business Administration, MIS, IT from HEC recognized university.

Age Limit

Applicant shall be a Pakistani national of age less than fifty (50) years.

Experience and exposure

A minimum fifteen (15) years of HR experience, out of which five (5) years working on a senior level position in a reputable organization.

Integrity and soundness

Candidate has not been associated with any illegal activity and default payment in any financial institution/default in payment of taxes.

Responsibilities:

- i. Develop HR policies and procedures for the company.
- ii. Prepare job descriptions, KPIs, goals and objectives for various positions across the organization.
- iii. Draft HR strategy, organizational structures of various functions, manpower budgeting and optimization plans.
- iv. Participate in the development of MBO based performance management system, career and succession frameworks.
- v. Develop total reward strategy and remuneration for various categories of employees.
- vi. Prepare functional and behavioral competencies, resource guides, training programs, and workshops.
- vii. Develop TOR and implementation roll out plans for digitalization of HR.
- viii. Maintenance of employee record, employee profiles, and documents.
- ix. Any other task assigned by the manager.

Interested persons fulfilling the criteria laid down are invited to send their resume, along with expected monthly remuneration in a sealed envelope to the address given below.

No TA/DA will be admissible for interview(s). Applications must be received latest by 15-01-2024 addressed to Divisional Head P&GS.

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