



# NATIONAL INSURANCE COMPANY LIMITED

(Owned by the Government of Pakistan)

## CAREER OPPORTUNITIES

M/s National Insurance Company Limited (NICL) is a public unlisted company incorporated under the Companies Act, 2017 (previously the Companies Ordinance, 1984) and registered under the Insurance Ordinance, 2000 as a non-life insurance company, owned by the Government of Pakistan (GoP).

NICL hereby invites applications from suitably qualified individuals to fill up the following positions:

S. No.	Position Title	No. of Post	Age Limit	Minimum Required Qualification	Minimum Required Experience
01.	General Manager (Human Resource)	1	Max: 45	At least Masters degree preferably in Human Resource Management from HEC recognized University	<ul style="list-style-type: none"><li>At least 15 years of working experience of a large company (preferably a public sector company) with 7 years experience in HR having similar position</li><li>For detailed job description visit NICL website <a href="http://www.nicl.com.pk">www.nicl.com.pk</a></li></ul>

Candidates meeting the above criteria may send their applications along with the following documents in a sealed envelope clearly marking the position applied for, via courier / registered post at the address given below and also email at [career@nicl.com.pk](mailto:career@nicl.com.pk)

- Resume stating therein the educational / professional qualifications, past and present experience and most recent salary drawn;
- Copies of all educational / professional qualifications (degrees, transcripts, marks sheets etc.);
- Evidence of past and present experience; and
- Any other document which the candidate deems appropriate for consideration of the management of NICL.

Applications should reach the below mentioned address within fifteen (15) days from the date of publication of this advertisement. Incomplete applications or applications received after the expiry of the time-frame given herein for submission of application shall not be taken into consideration. NICL reserves the right to shortlist, and/or reject any or all applications received against any or all of the above listed positions.

***Any candidate who directly or indirectly makes an attempt to influence the recruitment & selection process shall be disqualified.***

**Human Resource & Administration**  
**National Insurance Company Limited**  
NIC Building  
Abbasi Shaheed Road, Karachi

**JOB DESCRIPTION, EDUCATION / PROFESSIONAL QUALIFICATIONS  
AND EXPERIENCE CRITERIA**

S.No.	POSITION	QUALIFICATION	MINIMUM EXPERIENCE & JOB DESCRIPTON
1.	GM (Human Resource)	A Master's degree in human resource management from a HEC recognized university.	<p>At least 15 years of working experience of a large company (preferably a public sector company) with 7 years' experience having similar positions.</p> <p>Responsible for recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.</p> <p>Must have a proven track record of dealing with complex human resource structure.</p> <p>Must have a proven track record of developing human resource policies and procedures.</p> <p>A sound understanding of human resource management tools and models, and labor laws.</p> <p>Manages a productive industrial relations environment with staff and unions through the sound administration of awards and agreements; co-ordination of the consultative process, co-ordination of legal advice and industrial advocacy attendance at IR Commission hearings; and consultancy to line</p>

			<p>managers.</p> <p>Manages the disciplinary and appeal hearings process and related correspondence.</p> <p>Responsible for remuneration and Pay fixation. Prepares and delivers appropriate training.</p> <p>Maintains quality service by establishing and enforcing organization standards</p>
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