



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.#	Position Title	No. of Post	Age Limit	Minimum Qualification	Minimum Experience
1.	Manager (Audit)	1	Maximum 35 years	At least ACCA or MBA Finance from HEC recognized University	<ul style="list-style-type: none">At least 6 years experience in Internal Audit Dept. of a Financial Service Organization.Insurance Industry or Audit Firm experience would be preferred.

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

- 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.

Application should reach the below mentioned address within fifteen (15) days from the date of publication of this advertisement. Incomplete applications or the 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. For detailed job description visit NICL website www.nicl.com.pk

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**

PID (K) 1259/2020

Job Descriptions (JDs)

Post: Manager Audit

Reports to	To be Reported by	No. of Position
Chief Internal Auditor (CIA)	Deputy Manager	01

- **Key Responsibilities:**

- Assist CIA in developing and delivering appropriately documented audit plan.
- Plan audit engagements and ensure effective and efficient conduct of the same.
- Direct & monitor performance of audit engagement responsibilities mentioned in Internal Audit Manual as per the instructions of CIA.
- Assign and supervise the activities and work of Internal Audit Team.
- Develop procedures, schedules, priorities and programs for achieving audit objectives and goals.
- Timely develop draft Internal Audit Reports as per the approved Internal Audit Plan and submit to CIA.
- Ensure adherence to all policies and procedures for IA activities.
- Assist CIA in maintaining a quality assurance and improvement program that covers all aspects of the IA in order to foster a culture of continuous improvement.
- Assist CIA in liaison with External Auditors.

- **Qualification Requirement:**

- Associate Certified Chartered Accountant (ACCA) or Master in Business Administration (MBA) Finance

- **Experience Requirement:**

- At least 6 years experience of working in Internal Audit Department of a Financial Service Organization. Insurance Industry or Audit Firm experience would be preferred.