



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 Posts	Age Limit	Minimum Qualification Requirement	Minimum Experience Requirement
1	General Manager (Reinsurance)	1	Maximum 45	F.C.I.I./A.C.I.I. or MBA in insurance & risk management from HEC recognized University	At least 10 years of experience in underwriting, reinsurance or claims department of an insurance company. For detailed Job description visit NICL Website www.nicl.com.pk .
2	General Manager (Human Resource)	1	Maximum 45	A master's degree in human resource management from a HEC recognized university	At least 15 years of experience in human resource department of a large company (preferably a public sector company) with 5 years experience having similar positions and equal. For detailed Job description visit NICL Website www.nicl.com.pk .
3	Chief Manager/ Head of Investment	1	Maximum 45	MBA in Finance from HEC recognized University Professional Qualification preferably CFA	10 years with at least 5 years experience with Insurance Company /AMC/Equity. For detailed Job description visit NICL Website www.nicl.com.pk .
4	Manager/Head of Risk Management	1	Maximum 35	MBA in Finance from HEC recognized University/CFA	7 years with at least 5 years experience on similar position. For detailed Job description visit NICL Website www.nicl.com.pk .
5	Manager/ Compliance Officer	1	Maximum 35	ACMA/ACA/MBA/LLM from HEC recognized University	7 years with at least 5 years experience on similar position. For detailed Job description visit NICL Website www.nicl.com.pk .

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 nicl.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, mark-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 the applications received after the expiry of the timeframe 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.

General Manager (Human Resource & Administration)
National Insurance Company Limited
NIC Building, Abbasi Shaheed Road, Karachi.

Say No to corruption

PID(K)4432

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

S.No.	POSITION	QUALIFICATION	MINIMUM EXPERIENCE & JOB DESCRIPTION
1.	GM (Re-Insurance)	F.C.I.I./A.C.I.I. or MBA in insurance & risk management from HEC recognized University	<p>At least 10 years of experience in underwriting, reinsurance or claims department of an insurance company.</p> <p>Planning, monitoring, managing and controlling team/department, business operations, resources and performance in line with agreed business targets, service standard and wider business objectives.</p> <p>Ensuring effective supervision of reinsurance cover in line with agreed underwriting policy, risk appetite, commercial goals and reporting.</p> <p>Contribution in bringing reinsurance knowledge and expertise, identify, assess and make recommendations about underwriting opportunities and/or threats presented by new/emerging risks.</p> <p>Building and maintaining effective working relationships with the reinsurers and brokers</p> <p>Supporting and encouraging the identification and implementation of appropriate new and/or better ways of doing things so as to improve service and efficiency.</p> <p>Participation in treaty renewal/placement and to ensure that better terms would be opted taking account of market trends/embedded threats in a given portfolio effecting net underwriting profitability.</p> <p>Deriving appropriate retention levels and updating ED Technical on the most suitable levels with major emphasis on net underwriting profitability and embedded exposures in LOB.</p> <p>Responsible for facultative reinsurance placement for all line of business.</p> <p>Support services to underwriting departments and branches on technical operational aspects of underwriting and reinsurance emanating from new business or renewals.</p>
2.	GM (Human Resource)	A Master's degree in human resource management from a HEC recognized university.	<p>At least 15+ years of experience in human resource department of a large company (preferably a public sector company) with 5 years experience having similar positions and equal.</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</p>

			<p>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 managers.</p> <p>Manages the disciplinary and appeal hearings process and related correspondence.</p> <p>Responsible for remuneration and Pay fixation.</p> <p>Prepares and delivers appropriate training.</p> <p>Maintains quality service by establishing and enforcing organization standards</p>
3.	CM (Investment)/Head of Investment	MBA in Finance from HEC recognized University Professional Qualification preferably CFA	<p>10+ years with at least 5 years experience with Insurance Company /AMC/Equity.</p> <p>The position is responsible for overseeing the all investments, and treasury department including the real estate, fixed income and equity securities portfolios. The position and investments will be guided by the “Investment Policy Statement” approved by the BoD. The primary objective of the CIO is the maximization of investment returns within acceptable levels of risk through a broadly diversified investment portfolio.</p> <p>Perform various investment activities, including recommendation and selection of investment Advisors, portfolio review, risk management, compliance monitoring, rebalancing, and evaluation of investments.</p> <p>Assign the investment of available funds which are not necessary for the immediate company operations</p> <p>Establish effective and well-organized investment processes.</p> <p>Analyze and write clear and well-informed investment recommendations based on thorough research and analysis.</p> <p>Organize regular investment reports and reviews, including quantitative and qualitative portfolio analysis/studies.</p> <p>Lead the Treasury Department within the company.</p> <p>Perform regular administration duties of all investment files.</p> <p>Identify potential investment trends and opportunities.</p> <p>Assist and lead CEO/BOD in decision making on investments in the fixed income and equity arena.</p> <p>Creates and maintains a team of professionals (internal or external) to originate, analyze, finance, close, manage and sell investments.</p> <p>Performance due diligence activities.</p> <p>Briefs members of the Investment Committee of Board and the Board of Directors on proposed investments.</p> <p>Works with professionals Investment Advisor(s) to analyzes and negotiate investment transactions.</p> <p>Oversee and recommend changes in banking arrangements of the Company</p> <p>Develop the methodologies for identifying, measuring and mitigating risk exposures related to Company’s overall investment process and manager specific activities</p> <p>Communicate and collaborate with other departments including the Accounts Department and Law Departments</p>
4.	Manager / Risk Management Officer	MBA in Finance from HEC recognized University / CFA	<p>7+ years with at least 5 years experience on similar position.</p> <p>Planning, designing and implementing an overall risk management process for the organization.</p> <p>Risk assessment, which involves analyzing risks as well as identifying, describing and estimating the risks affecting the business.</p> <p>Risk evaluation, which involves comparing estimated risks with criteria established by the organization such as costs, legal requirements and environmental factors,</p>

			<p>and evaluating previous handling of risks.</p> <p>Establishing and quantifying the organization's 'risk appetite', i.e. the level of risk they are prepared to accept.</p> <p>Risk reporting in an appropriate way for different audiences, for example, to the board of directors so they understand the most significant risks, to business heads to ensure they are aware of risks relevant to their parts of the business and to individuals to understand their accountability for individual risks.</p> <p>Corporate governance involving external risk reporting to stakeholders.</p> <p>Carrying out processes such as purchasing insurance, implementing health and safety measures and making business continuity plans to limit risks and prepare for if things go wrong.</p> <p>Conducting audits of policy and compliance to standards, including liaison with internal and external auditors.</p> <p>Providing support, education and training to staff to build risk awareness within the organization.</p>
5.	Manager / Compliance Officer	ACMA / ACA / MBA/ LLM from HEC recognized University	<p>7+ years with at least 5 years experience on similar position.</p> <p>Keep up to date with, and understand, relevant laws and regulations.</p> <p>Monitor compliance with laws, regulations and internal policies.</p> <p>Ensure that your findings are recorded and followed up with management so that issues can be rectified.</p> <p>Educate employees on not only the regulations, but also the impact on the organization if these aren't complied with.</p> <p>Investigate irregularities and non-compliance issues</p> <p>Report back to business functions on current risk and compliance performance.</p> <p>Highlight or escalate areas of concern.</p> <p>Contribute to robust and effective compliance controls within the organization.</p> <p>Review marketing materials, presentations and websites to ensure compliance with regulatory requirements.</p> <p>Assist in the gathering of internal information in response to regulatory requests.</p> <p>Perform various general administrative duties (such as file creation and maintenance of ongoing administrative projects).</p> <p>Collaborate with other departments to create a culture of compliance.</p>