

NATIONAL INSURANCE COMPANY LIMITED

(Owned by the Government of Pakistan)

CORRIGENDUM

In partial modification to our advertisement published on 26.05.2019 in the newspapers inviting applications for employment against various posts in National Insurance Company Limited (NICL), it is hereby clarified that these posts have been advertized for a contractual period on open merit only, except serial No. 5 i.e. post of Assistant in which all minorities, disable & women quota will be observed in pursuance of Government Policy.

All other terms and conditions will remain the same.

General Manager (HR & Admin)



NATIONAL INSURANCE COMPANY LIMITED

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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 (Treasury)	1	Maximum 45	MBA from HEC recognized University with preference to be given to CTP (Certified Treasury Professional) and CFA	10 years experience in Treasury Department. For detailed Job description visit NICL Website www.nicl.com.pk .
2	Manager (Treasury)	1	Maximum 35	MBA from HEC recognized University.	7 years experience in Treasury Department. For detailed Job description visit NICL Website www.nicl.com.pk .
3	Assistant Manager (Treasury)	2	Maximum 35	MBA from HEC recognized University.	5 years experience in Treasury Department. For detailed Job description visit NICL Website www.nicl.com.pk .
4	Executive Officers	2	Maximum 35	Bachelor's Degree from HEC recognized University	3 years experience in Treasury Department. For detailed Job description visit NICL Website www.nicl.com.pk .
5	Assistants	3	Maximum 35	Intermediate.	2 years experience in Treasury Department. 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 career.treasury@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

Say No to corruption

PID(K)4434

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

S.No.	POSITION	QUALIFICATION	MINIMUM EXPERIENCE & JOB DESCRIPTON
1.	GM (Treasury)	MBA from HEC recognized University. with preference to be given to CTP (Certified Treasury Professional) and CFA	<p>10 years experience in Treasury Department..</p> <p>Assist in formulating the company's future development and tactical initiatives</p> <p>Develop performance measures that support the company's strategic direction</p> <p>Overall supervision of the company's day to day functioning of the Accounts and Finance functions including MIS, Taxation, Corporate affairs, etc in compliance with the International Financial Reporting Standards (IFRS).</p> <p>Involved in formulation of various systems, policies, procedures, commensurate with the need of the company</p> <p>Initiate and guide the preparation of forecasts of company revenue, working capital and expenditure</p> <p>Participate in the company decision process as member of various internal committees</p> <p>Ensure the integrity of financial management and reporting of the company</p> <p>Manage the Internal Control and risk assessment process of the company</p> <p>Monitor Budgets and variances</p> <p>Responsible for tracking the policy decisions taken by the government and their impact on the business.</p> <p>Provide technical and managerial information to the organization and regulatory agencies regarding taxation matters.</p> <p>Responsible for preparation of Quarterly / half yearly and Annual Accounts and External Audit of Accounts.</p> <p>Providing information to the top management on a monthly and need basis.</p> <p>Developing and implementation of suitable internal control systems in the department.</p> <p>Compliance with all statutory matters which will include provide all statistical information required to be submitted to Government, Parliament, etc.</p> <p>Dealing with Banks and Financial Institution for day to day matters.</p> <p>Interface with the internal and external auditors as a focal point for efficient management of the Statutory, Tax & Internal Audits as a part of Corporate Governance</p> <p>Involved in corporate planning during organizational restructuring at all levels.</p> <p>Oversee Filing of returns and attending tax authorities for assessments and appeals.</p> <p>Finalization of zonal accounting and consolidation.</p> <p>Attending statutory auditors, internal auditors</p> <p>Collaboration with Legal and Tax Advisors.</p>

2.	Manager (Treasury)	Master's Degree in Finance Professional from HEC recognized University Qualification preferably CFA	<p>7 years experience in Treasury Department.</p> <p>The position is responsible for assisting GM (investment) in 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".</p> <p>Perform effective and well-organized investment processes.</p> <p>Perform analysis on existing and potential investment opportunities / trends.</p> <p>Perform and assist GM (investment) through market research and analysis.</p> <p>Organize regular investment reports and reviews, including quantitative and qualitative portfolio analysis/studies.</p> <p>Perform regular administration duties of all investment files.</p> <p>Assist GM (investment) in decision making on investments in the fixed income and equity arena.</p> <p>Assist GM (investment) and Treasury Department team in organizing, analyzing, close, manage and sell investments transactions.</p> <p>Performance due diligence activities.</p> <p>Participate in internal committees.</p> <p>Works with professionals Investment Advisor(s) to analyzes and negotiate investment transactions.</p> <p>Oversee banking arrangements of the Company</p>
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3..	Assistant Manager (Treasury)	MBA from HEC recognized University.	<p>5 years experience in Treasury Department.</p> <ul style="list-style-type: none"> • Undertaking hedging transactions as directed by the Head of Treasury • Ensuring that all hedging transactions are correctly recorded in the treasury systems <p>Internal and External Funding</p> <ul style="list-style-type: none"> • Checking interest on external loan facilities • Preparing interest letters to all internal counterparties • Preparing drawdown and other letters under the loan facilities • Ensuring that all funding transactions are correctly recorded in the treasury systems <p>Other Tasks</p> <ul style="list-style-type: none"> • Maintaining and updating internal Market Report • Confirming deals undertaken by the Treasury Assistant • Providing back-up to the Treasury Analyst • Covering Finance department's payments • Any other tasks as directed by the Treasury Analyst and/or Head of Treasury <p>Team Responsibility</p> <ul style="list-style-type: none"> • Stakeholder Management • Group policies and processes • Planning & Resource Management • Career Management • Budget & Financial Management • Culture
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4.	Executive Officer	Bachelor's Degree from HEC recognized University	<p>3 years experience in Treasury Department.</p> <p>Prepare, manage and review the provision of high level communications and correspondence including briefings, reports, submissions and notes to ensure the comprehensiveness, accuracy, and timeliness of written information</p> <ul style="list-style-type: none"> • Act as the Executive point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines • Implement, monitor and report on strategic, operational and project plans to inform decision making and support achievement of organisational objectives • Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning • Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation • Lead and/or contribute to projects to support the achievement of organisation level strategic and operational objectives • Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
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5.	Assistant (Treasury)	Intermediate.	<p>2 years experience in Treasury Department.</p> <ul style="list-style-type: none"> • Preparing the Group actual cash flow report • Preparing the liquidity and 24month cash flow forecast • Following up with Operating Companies on submission of their cash flow forecasts • Preparing the Actual versus Budget Funding Report • Maintaining bank mandates and SSIs • Processing of treasury payments • Undertaking annual review of static date in the TMS • Daily cash management of the Group's cash by managing bank accounts and pooling agreements and investing surplus cash in the money market • Daily download of bank balances on the electronic banking system • Ensuring that all cash management transactions are correctly recorded in the treasury systems • Running the daily counterparty risk reports and reporting any credit changes to the Head of Treasury
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