



Government of Pakistan
Ministry of Communications

POSTAL LIFE INSURANCE COMPANY LIMITED

(Wholly owned Subsidiary of Government of Pakistan)

CAREER OPPORTUNITIES

M/s. Postal Life Insurance Company Limited (PLIC) is incorporated with SECP as a Public Limited under Companies Act, 2017 and registered as life insurer under section 7(1) read with section 10(2) of Insurance Ordinance, 2000. In order to reinforce its management team, PLIC hereby invites applications from suitable qualified individuals on merit, to fill up the following positions: -

S. No	Position Title	Age	Qualification Requirement	Minimum Experience Requirement
1.	Company Secretary	Max 50	Should be a member of recognized body of professional accountants or a member of a recognized body of Corporate /Chartered Secretaries or a Lawyer. Alternatively, a graduate degree from a recognized University or equivalent will be also be acceptable.	Preferably has 5 years' experience of managing legal and Corporate Secretarial affairs in Public / Corporate Sector company and must have at least 3 years' experience of being engaged in or employed in a public practice (Law/Audit/Accounting) firm, or in Managing financial or Corporate affairs functions of a company. Experience of liaising with Government /Regulatory Bodies is preferable.

Purpose of the Position of Company Secretary:

The position of Company Secretary exists to manage the corporate regulatory and legal requirements arising out of applicable legal framework such as the Insurance Ordinance 2000, Code of Corporate Governance applicable to insurers etc. focusing specifically on aspects related to governance structures, shareholders, Board of Directors, and Board Committees. The position is responsible for ensuring compliance with the corporate governance requirements and filing of statutory Reports>Returns in the capacity of the Secretary to the Board of Directors, and providing guidance and facilitation in convening meetings of BoD and shareholders, maintaining minutes of meetings etc.

Candidates meeting the above criteria may send their applications along with the following documents in a sealed envelopes clearly marking the position applied for via registered post at the address given below: -

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

Applications along with relevant documents should reach the below mentioned address till **07-01-2021** during the office hours (**09:00 am to 05:00 pm**). Incomplete applications or the applications received after the expiry of the timeframe given herein for submission of applications shall not be taken into consideration. PLICL reserves the right to shortlist, and or reject any or all applications against any or all the above listed positions.

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

(RIZWAN JAVED HASHMI)

COMPANY SECRETARY

Dte-General, Pakistan Post, G-8/4, Islamabad.

Ph: 051-9261620