



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 (PLICL) 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, PLICL hereby invites applications from suitable qualified individuals on merit, to fill up the following position: -

| S. No. | Position Title         | Age    | Qualification Requirement   | Minimum Experience Requirement   |
|--------|------------------------|--------|---|--|
| 1.     | Head of Human Resource | Max 55 | The preferred qualification is MBA or Master's Degree in Psychology. Higher relevant qualification will be an advantage. As a special case, graduate may be considered provided s/he has exceptional experience and track record. | <ul style="list-style-type: none"> <li>In case of candidates with preferred qualification, or equivalent /higher degrees, experience requirement will be minimum 15 years with at least 5 years in a similar position in a medium to large Insurance Company/financial institution.</li> <li>In case of graduates, minimum experience required will be 20 years with at least 5 years in a similar position in a medium to large insurer/financial institution. Experience of managing a medium sized HR department is essential.</li> </ul> |

Purpose of the Position of Head of Human Resource:

The position of Head of Human Resources exists to manage and lead the HR department and oversee the setting-up of an effective Human Resource function in the organization and undertake responsibility for developing and implementing overall approved strategy to manage these on a day-to-day basis. The position is also responsible for formulation and implementation of HR policies and procedures and ensure that the existing and future needs for manpower across PLI is adequately met in terms of quantity as well as the necessary skills and quality.

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 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.

The Position is bases at Company's Head office In Islamabad. Applications along with relevant documents should reach the below mentioned address till **16-03-2021** during the office hours (**09:00 am to 05:00 pm**) to the undersigned. 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 in accordance with PPR-2004.

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

**(RIZWAN JAVED HASHMI)**  
**COMPANY SECREATRAY**

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