



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 currently under process of registration as life insurer under section 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.   | Chief Technology Officer (CTO) | Max 50 | The preferred qualification is Master's Degree in Computer Science/MBA (MIS) or relevant B.E degree. Higher 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 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 Graduate, minimum experience required will be 20 years with at least 5 years in a similar position in a medium to large insurer /financial institution.</li> </ul> |
| 2.   | 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.<br>Alternatively, a graduate degree from a recognized University or equivalent will be also be acceptable. | Should have around 10 years' experience of managing legal and Corporate Secretarial affairs in Public 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 essential.  |

**Purpose of the Position of Chief Technology Officer (CTO):**

The position of Chief Technology officer (CTO) exists to manage and lead the IT department and oversee the setting-up of an effective Information Technology (IT) function in the organization and undertake responsibility for developing overall strategy for investment in technology infrastructure including hardware, software, applications, databases and communication systems and implementing the approved strategy to manage these on a day to day basis. The position is also responsible for formulation and implementation of IT policies and procedures and ensure that the various departments in the organization make use of the technology in the best possible ways.

In the first few years the CTO will work with consultants currently working with the company to:

- Conduct a gap analysis of PLI's existing core life insurance administration application systems to determine whether it can be improved or whether a new system should be acquired and implemented;
- Improve the quality of data in the existing system; and
- Introduce additional systems as well as controls to ensure that in future data in the system is accurate and reliable.

**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:-

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

Applications along with relevant documents should reach the below mentioned address till **19-10-2020** 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. PLIC 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.

**Director (FS & Insurance)**  
**Dte-General, Pakistan Post, G-8/4, Islamabad.**  
**Ph: 051-9261620**