



# GOVERNMENT OF PAKISTAN MINISTRY OF COMMERCE

## VACANCY ANNOUNCEMENT

Applications are invited for the post of

### Chairman

**State Life Insurance Corporation (SLIC) of Pakistan, Karachi**

Pay Scale:	<b>SPPS-I *</b>
Tenure:	<b>The appointment will be on contract basis for a period of three years</b>
Age:	<b>Maximum Age limit shall be 57 years</b>

### MINIMUM REQUISITE QUALIFICATION AND EXPERIENCE

- As defined in *Insurance Companies (Sound and Prudent) Management Regulations 2012*,
- The candidate must have a minimum educational qualification of a bachelor degree or equivalent in Business Administration, Corporate Finance, Corporate Law, Economics or Accountancy from an institution recognized by Higher Education Commission of Pakistan or Foreign qualification of equivalent level recognized by the Higher Education Commission of Pakistan, with at least 10 years' experience out of which 5 years as Key Officer in the insurance industry and 5 years management or business experience at senior level **OR**  
Such persons must (a) be an ACII or FCII (b) Be a fellow of the Institute or Society of Actuaries or equivalent qualification as recognized by the Pakistan Society of Actuaries (c) Hold a Master degree in Insurance, Risk Management or Actuarial Science from a university recognized by the Higher Education Commission, with at least 5 years' experience as Key Officer in the insurance industry.
  - Other criteria mentioned in governing rules and regulations, including Insurance Companies (Sound and Prudent) Management Regulations, 2012 and Public Sector Companies (Corporate Governance) Rules, 2013 as amended in 2017 and Life Insurance Nationalization Order (LINO)/other Policies etc. issued by the Federal Government will apply.

### RESPONSIBILITIES

- A dynamic corporate leader who has the capacity to lead the organization and achieve targets set in the light of functions and objectives enumerated in the Law etc.
- He/she will be responsible to manage and enhance, the business of the Corporation and perform functions in accordance with the Life Insurance Nationalization Order, 1972 and SECP rules: (i) Insurance Companies (sound and prudent) Management Regulations, 2012 (ii) Public Sector Companies (corporate governance) Rules, 2013 and other relevant Regulations etc issued by the Federal Government.

Applicants working in private sector/autonomous bodies and the eligible professionals in the insurance industry should send their CVs to the undersigned within (15) days after the publication of the advertisement. The applicants working in government departments, public sector companies, autonomous bodies should route their applications through proper channel. Eligibility will be determined and selection will be finalized as per the approved Government Policy. Only the short listed applicants will be invited for interview. Candidates shall not be entitled for any TA/DA for appearing in the interview. No person shall be appointed as a Chairman unless he is a citizen of Pakistan.

\* Details of SPPS-I and Application Form are available at [commerce.gov.pk/about-us/career-jobs](http://commerce.gov.pk/about-us/career-jobs)

**Section Officer (Insurance)**  
**Ministry of Commerce**  
**A-Block, Pakistan Secretariat**  
**Islamabad (so-ins@commerce.gov.pk)**  
**Ph: 0519208570**



<b>2.</b>	<b>WORK EXPERIENCE: (Positions held since the first professional assignment in descending order)</b>				
S.No	Organization	Duration	Job Responsibilities	Major Achievements reflecting qualifications/abilities matching to the post	Reasons for leaving
3.	Names of companies, firms and other organizations of which the proposed person is a director, partner, office holder.				
4.	Names of persons on the board of the State Life Insurance Corporation who are related to the applicant.(If any)				
5.	What are the current issues and challenges in the Insurance Sector of Pakistan and how can State Life Insurance Corporation help this sector being a public sector entity. (Write 700 to 800 words)				
6.	What makes the applicant the most suitable candidate for the position of Chairman, State Life Insurance Corporation of Pakistan? (Write 400 to 500 words)				

I UNDERTAKE THAT I FULLFILL THE CRITERIA OF FIT AND PROPER AS DEFINED IN THE INSURANCE COMPANIES SOUND AND PRUDENT MANAGEMENT REGULATIONS, 2012 AND PUBLIC SECTOR COMPANIES (CORPORATE GOVERNANCE) RULES, 2013.

Signature:

Date:

Kindly attach the following documents in support of your application.

1. Application for the post.
2. Detailed CV/Resume containing all the relevant details regarding the academic and professional experience of the applicant.

3. Copies of ID card, National Tax Number (NTN), academic transcripts/degrees and testimonials from former employers attested by a gazetted officer.
4. Three latest passport size pictures
5. An affidavit to the effect that the candidate's primary nationality is Pakistani.

No. 1/11/2018-E-6

Islamabad, the 22<sup>nd</sup> March, 2019

**OFFICE MEMORANDUM**

Subject:- **GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS**

The Federal Government has been pleased to introduce Special Professional Pay Scales (SPPS-I,II&III) for hiring of Special Professional Experts/Highly Skilled and Specialized Manpower with following pay packages and terms and conditions:-

S#	Description	Remunerations (all inclusive)
I.	Special Professional Pay Scale(SPPS-I)	1.5-2.00 Million
II.	Special Professional Pay Scales (SPPS-II)	1.0-1.49 Million
III.	Special Professional Pay Scales (SPPS-III)	0.5-0.99 Million

2. **Need Assessment:** The need identification is an essential requirement for hiring of professional in specific areas. The following criteria may be followed for the purpose:-

- i) To ascertain that expertise required by the concerned Ministries/Divisions in the specialized fields/areas are not available within the sanctioned strength of the Ministries/Divisions at Federal level to avoid duplication.
- ii) Specific TORs/tasks for each identified area has to be framed by the Ministries/Divisions concerned clearly specifying the additional Human Resource (HR) requirement (position/post-wise break-up) in specialized field, their Educational Qualification, Job Description and Job Specification with timeline, etc.
- iii) Targets in quantitative terms may be developed for each identified area and the same will be made part of the contractual appointment.
- iv) Deliverables may clearly be identified and indicated.

3. **Recruitment:** The following criteria may be observed for recruitment against SPPS positions:-

- i) Vacancies may widely be advertised in the national press indicating the Term of Reference, tenure of assignment, required job description and job specification for each identified area/position to ensure transparency and merit.
- ii) The required educational qualifications, posts professional certification etc. and relevant experience along with age (minimum and maximum) for each identified position as a result of need assessment may clearly be elaborated in the advertisement which is to be implemented in letter and spirit.
- iii) Duration of the appointment may be for maximum period of Five-years. Initial appointment may be made for the period of two years extendable for further period of two years contingent upon result based performance and pay package thereof for each category may clearly be identified in line with approved tenure and package for SPPS – I, II, & III as the case may be.

- 131
- iv) The recruitment will be contractual based appointment and terms and conditions thereof including code of conduct, procedure of disciplinary proceedings in case of any misconduct, misappropriation and embezzlement of funds or any deviation from the prescribed guidelines and other service provisions including termination of contract may also be clearly indicated for each area/ category.
- v) An in-house Committee headed by Additional Secretary of the concerned Ministry/Division may be constituted for scrutiny of the applicant's papers for placement before the Special Selection Board.
- vi) A Special Selection Board may be constituted in line with the criteria duly approved by the Federal Cabinet and notified by Establishment Division with the following composition:-

Scale/Position	Composition of the Committee
SPPS-I	Federal Minister or Minister of State or Adviser of the relevant Ministries/Divisions, Secretary of relevant Ministry/Division, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field. Provided that where the charge of a Ministry/Division is held by the Prime Minister, the selection board shall be headed by a Minister Incharge/Minister of State /Adviser to the Prime Minister/Special Assistant to the Prime Minister, as nominated by the Prime Minister, in terms of this O.M. No. 1/72/2002-E-6, dated 11.04.2005 as amended dated 12.10.2018.
SPPS -II & III	Secretary of the relevant Ministries/Divisions, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field.

- vii) The approval of the Prime Minister may invariably be solicited for positions in SPPS-I, II and III for every action from initial stage of recruitment till its completion i.e. advertisement, for selection on the provision of a panel of minimum of three candidates selected through a competitive process by the Special Selection Board as well as for the extended period contingent upon proper justification and result based performance.
- viii) There shall be no fresh appointment or extension in appointment beyond the age of 65 years

4. **Performance Evaluation:** Performance measurement and evaluation is the key for employee as well for the organization as it facilitates a decision making process for further retention of the incumbents or otherwise. The following template has been devised for objective assessment of performance on annual basis by the Special Selection Board for each category of contractual employment which may be implemented with letter and spirit:-

 2

**ANNUAL PERFORMANCE EVALUATION TEMPLATE**

1389


Major Tasks/ Key Result Areas	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task )	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				
---				
2				
2.1				
2.2				
---				
n 1				
n 2				
----				
<b>Total</b>			<b>100</b>	

\*% age Score = Percentage weightage x Percentage target achieved

**CATEGORIZATION OF PERFORMANCE EVALUATION**

Performance Category	Score	Evaluation Classification
Excellent	90-100	A
Very Good	80-89	B
Good	70-79	C
Average	60-69	D
Unsatisfactory: Does not meet expectations and standards.	Less than 60	E

5. The employee may be categorized ranging from "Excellent" to "Unsatisfactory" as per the tables which will serve the purpose for retention or otherwise depending on the score achieved by the professionals in their Performance Evaluation. The reporting channels for such posts in the setup be clearly identified.

  
**(Rubina Akhtar)**  
 Deputy Secretary (E-2)  
 Tele: 9103650

The Secretaries/Additional Secretaries (In-charge),  
 All Ministries/Divisions,  
 Government of Pakistan,  
**ISLAMABAD/RAWALPINDI**

L.S. Ahmed  
 22-3-19  
 At 12:53 P.M.  
