

Career Opportunities

Applications are invited for following posts on market competitive salary in Pakistan Reinsurance Company Limited (PRCL) under the administrative control of Ministry of Commerce Government of Pakistan. Candidates possessing following Qualification & Experience and age limit may apply:

S.No.	Post	Qualification and Experience	Maximum Age
1.	HOD(Accounts)	a) Member of a recognized body of professional accountants with at 05 years managerial experience in fields of audit or accounting functions of a company; OR b) Masters or Bachelor's Degree (16 years of education) in finance from a university/institute recognized by the HEC, with at least 08 years managerial experience in fields of audit or accounting. Preference will be given to candidate with insurance sector experience.	40 years
2.	HOD (Window Retakaful)	Masters or Bachelor's Degree (16 years of education) in Insurance, Risk Management), business administration, finance from HEC recognized university/institute with at least 10 years relevant experience (Minimum 3 Years at Senior level or preferably Head of Takaful / Window Takaful Operations). Preference will be given to ACII holder.	40 years
3.	HOD(Claims)	a) ACII with at least 5 years relevant Experience, Preferably in Insurance Claims; OR b) Masters or Bachelor's Degree (16 years of education) in Insurance, Risk Management, Business Administration, Finance from HEC recognized university/institute with at least 7 years relevant experience, preferably in Insurance Industry.	40 years
4.	HOD(Retrocession)	a) ACII with at least 5 years relevant Experience, Preferably in Reinsurance; OR b) Masters or Bachelor's Degree (16 years of education) in Insurance, Risk Management, business administration, finance from HEC recognized university/institute with at least 7 years relevant experience, preferably in Insurance Industry. Candidates with experience in public procurement will be preferred.	40 years
5.	HOD(I.T)	Masters or Bachelor's Degree (16 years of education) in Information Technology/Computer Sciences or Software Engineering from HEC recognized University/institute with at least 10 years of relevant experience (out of which 5 years on senior level). Candidates with work experience of ERP will be preferred.	40 years
6.	HOD(Administration)	MBA /MPA from HEC recognized university/institute with at least 07 years of experience in administration, finance, project management or supply chain management.	40 years
7.	Risk Management Officer	a) Member of a recognized body of professional accountants with at least 05 years of experience in risk management functions of a company; OR b) MBA (Finance)/Master's Degree in risk management from HEC recognized university/institute with at least 08 years experience in functions of a company.	40 years
8.	Compliance Officer	MBA /MPA from HEC recognized university/institute with at least 5 years relevant experience out of which 2 years must be in compliance, AML/CFT functions. Candidates having exposure in compliance and AML/CFT functions of reputable international organizations or banking/non-banking financial institution will be preferred.	40 years
9.	Procurement Specialist	Masters or Bachelor's Degree (16 years of education) in Business Administration (Finance/Supply Chain Management)/Economics/Engineering or related field from a university/institute recognized by HEC with at least 03 years experience in public procurement. • Diploma/degree in the field of Procurement Management from reputable local or foreign institution would be considered an added advantage; And • Candidate with sufficient command over PPRA Rules, regulations and guidelines will be preferred.	35 years
10.	Management Executive i. ERP Operations = 1 post ii. Underwriting/Treaty = 2 posts iii. Finance = 1 posts iv. Executive Secretary = 1 posts	i. Masters or Bachelor's Degree (16 years of education) in computer sciences, software engineering or information technology from a university/institute recognized by HEC with at least 03 years' experience in ERP, software, development and database. ii. Masters or Bachelor's Degree (16 years of education) in Insurance or Business Administration, Finance, Accounts, Mathematics, Statistics or equivalent from a university/institute recognized by HEC with at least 03 years' of experience in insurance; OR ACII /ACCA/CA/ CMA or equivalent with 2 years experience in insurance sector. iii. Masters or Bachelor's Degree (16 years of education) in Business Administration with specialization in finance from a university/institute recognized by HEC with at least 03 years' of relevant experience. OR CMA/CA/ACCA or equivalent from a recognized body of professional accountants with at least 2 years of relevant experience. iv. Masters or Bachelor's Degree (16 years of education) in Mass Communication or International Relations from a university/institute recognized by HEC with at least 02 years of experience in coordination, research or administration. Preference will be given to candidates having understanding of liaison duties, coordination, research, supervision, and maintenance of personal papers, preparation of briefs and noting/drafting etc.	35 years
11.	Management Associate = 7 posts	a) Masters or Bachelor's Degree (16 years of education) in Business Administration, Commerce, Computer Sciences, Software Engineering , Information Technology, LLB, Accounts, Mathematics, Statistics or equivalent from a university/institute recognized by HEC; OR b) CMA/CA/ACCA from a recognized body of professional accountants or ACII or equivalent from chartered insurance institute UK.	33 years

IMPORTANT NOTES:

- Pakistan Reinsurance Company Limited (PRCL) is an equal opportunity employer.
- The appointment will be gratuity based (non-pensionable) on fulltime basis as per Monetized Salary Policy (MSP). The details of MSP cadre salary are available on PRCL's website.
- From Serial No. 1 to 5**, Interested Applicants may apply within fifteen days from the publication of this advertisement as per prescribed application form available at www.pakre.org.pk, documents prescribed in application form should be sent to HOD (HR & Admin) at below mentioned address.
- From Serial No. 6 to 11**, interested applicants are advised to Download Application Form available on CTSP website www.ctsp.com.pk along with the prescribed test fee deposit slip from CTSP website and send the complete Application form along with 3 recent color photographs and a copy of your CNIC, local/domicile certificate, education and experience certificates to **CTSP Head Office Plot #140, Street 9, Sector I-10/3, Industrial Area, Islamabad, within 15 days of publication of this advertisement.**
- Original documents along with HEC verified testimonials will be required at the time of interview.
- The applicants working in public sector are required to provide NOC at the time of interview.
- The candidate shall not be entitled for any TA/DA while appearing for the interview.
- PRCL reserves the right to stop the recruitment process without assigning any reason.
- Only shortlisted applicants will be invited for interview and Selection will be finalized as per the approved policy of PRCL.
- Any efforts made to influence the recruitment and selection process will lead to disqualify the potential candidate, who may otherwise be qualified.
- Incomplete / delayed applications/application received through email or those not submitted as per above instructions shall not be considered.

HOD (Admin & HR)

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