

JOB OPPORTUNITY

Fareast Islami Life Insurance Company Limited, a Public Listed Company engaged in life insurance business is looking for the following positions with qualifications and requirements as below:

SL	Position	Qualification & Requirement
01	Company Secretary	<ul style="list-style-type: none">- The Company Secretary is responsible to assist the Board of Directors and perform the duties and responsibilities as the Secretary of the Company mandated by the Companies Act 1994, Insurance Act 2010, Listing Rules, Corporate Governance Code 2018 (CGC) and any other applicable laws.- Act as the focal point for the General Shareholders. Handle Investor Relations in order to maintain and improve communications between the Company and shareholders.- Ability to prepare minutes of the Board and Shareholders meetings.- Administering Shares management function, legal & compliance management etc.<ul style="list-style-type: none">• FCS /FCA with M.Com /MBA major in Accounting / Finance/ Insurance from a reputed University.• At least 10 years practical job experience as Company Secretary/Deputy Company Secretary in a public listed company.• Age should not be more than 50 years.
02	Head of Internal Audit & Compliance	<ul style="list-style-type: none">- The Head of Internal Audit and Compliance (HIAC) shall oversee the operational and financial activities of the company and be responsible for the internal audit and compliance activity of the company and its subsidiary companies.- The HIAC reports to the Board Audit Committee.<ul style="list-style-type: none">• FCA / ACA/ ACCA with M.Com /MBA major in Accounting / Finance / Insurance from a reputed University.• At least 10 years practical job experience in Internal Audit Department of a public listed company.• Age should not be more than 50 years.
03	Senior Vice President (Legal)	<ul style="list-style-type: none">- The Senior Vice President shall be responsible to handle all legal matters of the Company.<ul style="list-style-type: none">• Barrister/ LLB / LLM from a reputed University and enrolled with the Bar Council having at least 10 years practical job experience in a Legal Department of a Company /Financial Institution.• Practical experience in dealing with civil and criminal cases at lower and upper courts will be preferred.• Age should not be more than 50 years
04	Security Officer	<ul style="list-style-type: none">- Security Officer shall be responsible for managing Security, Safety and Firefighting management of the Company.<ul style="list-style-type: none">• Only Retired Junior Commissioned Officer (JCO) of Bangladesh Army is required.• Age should not be more than 50 years.

For all positions Salary packages will be negotiable. Interested candidates may apply with CV and relevant proof along with recent photograph to nrcfilic@gmail.com latest by January 20, 2022. Short listed candidates will be invited for an interview.



Human Resources Department
Fareast Islami Life Insurance Company Ltd.

Head Office: Fareast Tower, 35 Topkhana Road, Dhaka - 1000.