

I.M.E. Life Insurance Company Limited, a leading Life Insurance Company in Nepal operating 140 branches across the country aims to build and expand a dynamic team and invites applications from self-motivated, energetic and result-oriented candidates for the following positions.

### 1. Chief Marketing Officer (No. 1)

#### Criteria:

- Master's Degree in Management required.
- Minimum 7 years of work experience in Life Insurance sales/Banking in managerial level.
- Proficient in English language with excellent computer knowledge.
- Pleasant Personality with excellent public relation and interpersonal skills.
- Age not exceeding 45 years.
- Highly strategic requiring strong leadership, business acumen, creativity and ability to think analytically.

#### Job Description:

- Build and lead a high performing marketing team, providing guidance, mentorship and performance management.
- To mobilise sales team for achievement of business target of the company.
- To Identify target markets, customer segments and key value propositions.
- To develop a comprehensive marketing strategy including sales strategy, distribution channel, product development and brand promotion aligned with company's business objectives.
- To develop and implement brand positioning strategies to differentiate the company from competitors and build strong brand presence.

### 2. Head - Risk Department (No. 1)

#### Criteria:

- A minimum of 2 years of relevant and progressive work experience in proactively managing risks in context of banks/financial institution/insurance companies.
- Candidate must possess sound knowledge in identification, monitoring, control, mitigation and management of possible risks.
- S/he must be aware and be able to apply new trends, development and best practices in risk management techniques.
- Candidates applying for the position must be Qualified CA.
- Age not exceeding 35 years.

#### Job Description:

- Conduct risk assessments and analysis to identify potential risks associated with insurance products, policies, and underwriting processes.
- Evaluate the impact of identified risks on the company's financial stability, profitability, and goodwill.
- Develop and implement risk management strategies, policies, and procedures to mitigate identified risks and ensure compliance with regulatory requirements.
- Monitor and analyze market trends, industry development and regulatory changes that could impact the insurance company's risk profile.
- Maintain a comprehensive understanding of insurance industry regulations, standards and best practices related to risk management.
- Should have the ability to digitize automation process.

### 3. Semi - Qualified CA (A Few)

#### Criteria:

- Should have minimum 2 years of work experience in the field of banking/insurance in finance and operation department.
- Age not exceeding 35 years.
- Advanced knowledge of Microsoft Excel and excellent interpersonal skills.

### 4. Legal Officer (No. 1)

#### Criteria:

- Bachelor's Degree in Law and should have a license of Advocate.
- At least 2 years of relevant and progressive work experience in Banking/Insurance Sector.
- Experience in the preparation of reports, advocacy letters, management of events etc.
- Should have better understanding about prevailing laws, regulations and directives relating to Banking/insurance sector and related field.
- Fluent in written and spoken English.
- Pleasant Personality with excellent interpersonal skill and computer knowledge.
- Age not exceeding 35 years.

#### Job Description:

- Prepare legal papers and briefs, research legal issues, and drafting legal documents such as contracts, wills, trusts, and business agreements.
- Drafting pleadings and motions for court proceedings including criminal charges, bankruptcy petitions and appeals of administrative decisions.
- Represent in court, negotiating with opposite counsel and working with clients to develop legal arguments.
- Conduct research in legal issues to support litigation efforts.
- Interpreting laws, regulations and policies to advise properly.
- Reviewing and analyzing laws, regulations and cases related to specific industries such as insurance, banking or securities trading to advise companies on how to comply with legal requirements.

### 5. IT Executive (A Few)

#### Criteria:

- Bachelor's Degree in IT/Computer Science/Computer Engineering /BIT/ BIM/Electronics, Computer Application or equivalent.
- Should be Self- starter, quick learner and innovative.
- Age not exceeding 30 years.
- Minimum 1 year of work experience in the related field.
- Hand on experience with computer hardware, operating systems, web apps, desktop apps, general networking that includes server, LAN, WAN, Router, Switch management.
- Knowledge on HTML/CSS/JS, network security and API Integration.
- Good skills in Structured Query Languages (SQL) and Microsoft Office products.
- Coding skills or web development skills will be an added advantage.

#### Job Description:

- Installing and troubleshooting computers, OS, printers, scanners, and other hardware along with required software, email, general networking issues that may arise in LAN, VPN, firewall or server access.
- Technical support to branches and head office, proper documentation on any issues and their findings.
- Familiarizing with the core insurance software of the company and assisting the concerned users on its usage.
- Writing SQL queries for general database administration as well as reporting.
- IT Documentation as per the compliance.
- Content management on the company's website and mobile application.
- Liaising with the team for smooth operation of the IT environment of the company under the guidance of the supervisor.

### 6. Digital Marketing & Branding Executive (No. 1):

#### Criteria:

- Bachelor's Degree in Marketing will be eligible for selection. Work experience in the field of life insurance sales, banking and sales management will be given preference.
- Excellent understanding of digital marketing concepts and best practices.
- Strong creative and analytical skills.
- Age not exceeding 35 years.
- Proficient in computer knowledge and excellent interpersonal skill.

#### Job Description:

- Brainstorm social media marketing strategies and develop marketing plan.
- Develop and implement brand strategies that align with company's overall business goals.
- Conduct market research and analysis to understand target audiences, competitors and industry trends.
- Plan and monitor the ongoing company presence on social media.
- Measure performance of digital marketing efforts using a variety of web analytics tools such as Google Analytics, Webtrends etc.
- Provide strategic guidance on digital marketing initiatives including SEO, SEM, Social Media Marketing, Email marketing, content marketing and online advertising.
- Use data and analytics to evaluate marketing ROI, track customer acquisition, retention and make data driven decision.

### 7. Branch Managers

| Province     | Branches  |
|--------------|---|
| Koshi        | Tehrathum, Solukhumbu, Gaighat, Khotang                                       |
| Madhesh      | Chandrapur, Jaleswor, Rajbiraj, Fattepur, Pokhariya, Kalaiya                  |
| Bagmati      | Kritipur, Chautara, Panauti, Pharping, Thali, Dharke, Dhadingbesi, Sundarikal |
| Gandaki      | Beni, Kushma, Chame   |
| Lumbini      | Sandhikharka, Bhalwari, Bardaghat   |
| Karnali      | Simikot, Mugu, Kohalpur, Dolpa, Kalikot                                       |
| Sudurpaschim | Kolti, Darchula   |

#### Criteria:

- Bachelor's degree will be eligible for selection. Work experience in the field of life insurance sales, banking and sales management will be given preference.
- Age not exceeding 35 years.
- Proficient in computer knowledge and excellent interpersonal skill.
- Good knowledge of office administrative work.

#### Job Description:

- Build and execute a plan for achievement of sales target.
- Enroll good quality insurance agents, train, supervise and motivate them on regular basis for sales growth.
- Able to lead, develop and mobilize sales team and achieve sales target of the branch.

Eligible Interested candidates are required to send their updated resume, job application, latest photo, and academic certificates mentioning the position applied for and preferred location at [career@imelifeinsurance.com](mailto:career@imelifeinsurance.com) by 5th July 2023. Only shortlisted candidates will be contacted for the further selection process. The company reserves the right to accept/reject any application without assigning any reasons whatsoever.

## HUMAN RESOURCES DEPARTMENT