



VACANCY ANNOUNCEMENT

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Nepal Micro Insurance Company Ltd. (NMIC), a Nepal's first non-life micro insurance company, invites applications from qualified, energetic, and result-oriented Nepali citizens for the following positions.

1. Chief Marketing Officer (CMO) – 1 Position

Duty Station: Province Office, Gairidhara, Kathmandu

Qualification & Experience

- Master's Degree in Management, Marketing, Business Administration, or related field.
- Minimum 10 years of experience in the non-life insurance sector, including managerial-level experience.
- Proven leadership and business development skills.
- Ability to achieve business targets and lead marketing teams nationwide.

2. Chief Financial Officer (CFO) – 1 Position

Duty Station: Province Office, Gairidhara, Kathmandu

Qualification & Experience:

- Chartered Accountant (CA/ACCA) with at least 2 years of experience in banking, insurance, or financial institutions; or
- Master's Degree in Finance, Accounting, or a related field with at least 5 years of relevant experience in banking, insurance, or financial institutions.
- Strong knowledge of financial management, taxation, budgeting, auditing, and regulatory compliance.
- Excellent leadership, analytical, and communication skills.

3. Province Head – Marketing

(Koshi, Madhesh, Gandaki, Lumbini & Sudurpashchim Provinces)

Positions: 5 (One for each Province)

Qualification & Experience

- Bachelor's Degree in Management, Marketing, or related field.
- Minimum 5 years of experience in the insurance sector, including at least 2 years in a supervisory role.
- Strong leadership, marketing, and relationship management skills.





4. Marketing Staff-

Level: Assistant to Officer

Positions: Few numbers

Duty Station: Branches/Province Offices as required

Qualification & Experience

- Bachelor's Degree in Management, Marketing, Business Administration, or equivalent.
- Fresh graduates may apply for Assistant level.
- Experience in insurance, banking, or financial institutions will be preferred.
- Good communication and marketing skills.
- Willingness to travel for business development.

5. IT Assistant – 1 Position

Duty Station: Province Office / Kathmandu

Qualification & Experience:

- Bachelor's Degree in Information Technology or a related field (BSc. IT, BIM, BCA, BIT, Computer Science, or equivalent).
- Fresh graduates are encouraged to apply.
- Sound knowledge of computer hardware, networking, operating systems, and Microsoft Office applications.
- Familiarity with database management, troubleshooting, and IT support will be an added advantage.
- Good communication, problem-solving, and teamwork skills.

General Requirements

- Good communication skills in Nepali and English.
- Basic computer knowledge (MS Office).
- Positive attitude and ability to work in a team.

Application Procedure

Interested and eligible candidates are requested to submit their application along with an updated CV, cover letter, recent passport-size photograph, copies of academic certificates, citizenship certificate, and experience certificates (if applicable) to **hr@nepalmicro.com** within 15 days from the date of publication of this notice.

Only shortlisted candidates will be contacted for the selection process.

Contact

Nepal Micro Insurance Company Ltd.
Province Office, Gairidhara, Kathmandu

 hr@nepalmicro.com

 www.nepalmicro.com

NMIC reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

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