

TORs for Position of Additional Joint Director in Prosecution and Legal Affairs Division

Position	Additional Joint Director
Number of positions	01
Nature of Employment	Regular
Location	Islamabad *
Duties and Responsibilities	1. To conduct the prosecutions on behalf of the organization. 2. Appear and effectively represent the Organization before the Courts/Tribunals. 3. To draft petitions and replies on behalf of the Organization for filing in the courts. 4. In house litigation management. 5. To assist the departments in preparation of their pleadings in order to minimize the legal risk before the Courts. 6. To provide assistance in conducting the hearings. 7. To draft and vet the show cause notices and orders for the organization. 8. Conduct research relevant to legal query assigned, in both local and foreign jurisdictions and to give opinion and advice on different matters. 9. To conduct inquiry/investigation when assigned by the Commission. 10. To do any other assignment given by supervisory officer & the Commission.
Qualification	• LL.B. or LL.M. from a reputed HEC recognized University and must be enrolled as an advocate of the High Court. • Preference will be given to candidates who have completed Bar at Law course after LL.B. or has obtained LL.M. degree and prior experience in regulatory bodies.
Experience Criteria	• Applicants must have at least 08 years' experience as advocate High Court, proven experience in independently handling corporate litigation & criminal prosecution (white collar crime) and advisory. • Applicants having experience of conducting investigation of while-collar crimes or incidental matters will be preferred.
Documents to be attached	• Curriculum vitae (CV) • List of reported, decided and pending cases in High Courts or trial courts as an independent counsel • In case candidate is or has been a Public Prosecutor, proof of appointment should be attached.
Age	• Maximum age should not exceed 45 years on the last date of submission of application.

Functional/Technical Skills	• Must be well-versed with court procedures and hands on civil & corporate litigation experience. • Must have an experience of criminal trial. • Excellent drafting and analytical skills. • Experience especially as in house-counsel and advisory relating to regulatory affairs will be preferred. • Presentation skills and knowledge of MS office.
Soft Skills	• Teamwork. • Decision-making and problem solving. • Effective communication. • Adaptability and planning.

* Can be posted anywhere in Pakistan after approval.

Experience Proforma

Reported & Decided cases in Trail and High Court	
Related Position (s) held.	