

Terms of Reference
Director (Prosecution and Civil Litigation Department)

Position	Director
Number of positions	01
Nature of Employment	Three years contract (extendable on need and performance basis). The Commission may consider to regularize the position (after three years) subject to meeting the criteria prescribed for this purpose.
Location	Islamabad
Duties and Responsibilities	• Lead a Litigation team under the supervision of divisional head of prosecution and litigation affairs division in providing expert legal advice to senior management/Commission which is clear, accurate, comprehensive, timely, solution-focused, and addresses legal risk in the administration of relevant legislation. • Lead and manage the preparation and finalization of pleading in the court, instruments, agreements, briefing notes, delegations and correspondence. • Lead the delivery of litigation services including proactively engaging with senior management to ensure litigation is strategic and efficiently managed. • Provide Legal assistance generally as advised by the Commission. • Lead and facilitate knowledge sharing, expertise and skills with the team educating the senior management to reduce litigation risk. • Ensure systematic and strategic risks identified in litigated matters are communicated to the senior management and proactively work with senior managers to facilitate solutions. • Manage the Litigation team to ensure that priorities are clearly articulated, staff potential is maximized, work is high quality and corporate processes and systems are implemented. • Ensure maintenance of appropriate records of Litigation Department • Any other work assigned by the senior management
Qualification	• LL.B. or LL.M. from a reputed HEC recognized University <i>Preference will be given to candidates who have completed Bar at Law course after LL.B. or have obtained LL.M. degree and prior experience in regulatory bodies.</i>

Experience Criteria	Applicants must have at least 15 years' experience as advocate High Court and proven experience in independently handling corporate & criminal prosecution (white collar crime) and advisory. Preference will be given to advocate having Supreme Court license. • NOTE: Detail of reported cases (10 minimum) & decided cases (50 minimum) preferably related to corporate matters, list of pending Trial & High Court cases as an Independent Council or Public Prosecutor and related post (s) held should be clearly provided in the proforma given in TORs given in Annexure - A
Age	• Maximum age should not exceed 50 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.

Experience Proforma

Reported (10 minimum) & Decided cases (50 minimum) preferably related to corporate matters	
List of pending Trial & High Court cases as an Independent Council or Public Prosecutor.	
Related Position (s) held.	