

Terms of Reference for Appellate Bench Registry

Position Title	Deputy Director
No. of Positions	01
Nature of Employment	Regular
Location	Islamabad
Duties and Responsibilities	• Scrutiny of the Appeals filed before the Appellate Bench under Section 33 of the SECP At, 1997; under Section 481 of the Companies Act, 2017; • Scrutiny of the Review filed before the Appellate Bench under Section 32B (2) of the SECP At, 1997; • Liaising with the Appellant (s) and the Respondent (s) starting with deficiencies, registration of appeals/Review or other relevant issues; • Providing day-to day legal support and advice on relevant matters to the Appellate Bench and Registrar Appellate Bench; • Drafting of para-wise comments in cases filed against orders passed by the Appellate Bench; • Preparation of summaries of the Appeals/Review for assistance of Members of the Appellate Bench; • Assistance during the hearing sessions and briefings on the cases to Members and Registrar of the Appellate bench; • Assistance on Drafting of the orders & related legal research on the subject issues to Members & Registrar of the Appellate Bench.
Qualification	• LLB or LLM from a reputed HEC recognized Institute/University <i>Preference will be given to candidates who have completed Bar at Law course after LL. B or LL.M degree.</i>
Post Qualification Experience	• Minimum Six (06) years of post-qualification experience.
Age	• Maximum age should not exceed 40 years on the last date of submission of application. <i>(Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years).</i>
Functional/Technical Skills	• Excellent research and analytical skills on legal propositions; Strong legal analysis skill to implement Statutory and regulatory requirements of the laws administered by the SECP through Appellate Bench's orders; Ability to understand rules of interpretation for flawless legal drafting;
Soft Skills	• Strong communication skills and interpersonal skills • Decision-making and Analytical problem solving

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| | <ul style="list-style-type: none">• Adaptability and planning |
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