

Position Title	Assistant Director
Nature of Employment	Regular
Number of positions	01
Location	Islamabad
Duties and Responsibilities	• Examine and assess the cases recommended by operational departments for adjudication proceedings, for further decisions. • Prepare show cause notices. • Issue hearing notices, arrange hearings and take hearing notes. • Issue adjournment notices. • Issue letters calling information from the respondents. • Interpret and apply legal opinions in adjudication cases. • Draft order, as per instructions of adjudication officer. • Maintain the database of all the adjudication cases and submit a monthly report to the Wing Head/Head of Department/Head of Division. • Deal with and defend the appeals, review and revision cases in relation to orders passed before the relevant appellate forums (except court cases). • Assist Prosecution and Legal Affairs Division in respect of appeals, review and revision cases before the court arising from the orders of the department. • Supervise the matters relating to scanning and archiving of records pertaining to adjudication cases. • Supervise diary dispatch and admin related matters of the department. • Supervise and maintain database of all adjudication cases pending or disposed of by the department and provide information as and when required. • Data management, presentation, and technical and accounting skills to apply in day-to-day affairs. • Having good accounting and auditing skills to deal with adjudication matters that emerge due to investigations/forensic investigations of companies. • Any other work assigned by the head of department or wing head.
Qualification	• Masters/ Bachelor's degree (equivalent to 16 years of education) in Accounting or Law from HEC recognized reputable University / Institute or CA/CMA/ ACCA.
Experience	• At least 03 years of post-qualification experience in related field. Note: In case of qualified chartered accountant, CA Article ship will be considered as part of requisite experience for the above-mentioned position.
Age	• Maximum age should not exceed 35 years on the last date of submission of Application (candidates who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years).

Specialized Skills	• In depth knowledge of corporate laws, rules, regulations, etc. • Have understanding and acquaintance with International Accounting Standards/ International Financial Reporting Standards and International Standards on Auditing. • Having updated skill to deal with matters under litigation and adjudication of relevant to laws / rules/ regulations/ and notifications administered by the Commission. • Data management skills and ability to deal with financial information. • Communication and Report writing skills. • MS Office.
Soft Skills	• Strong communication skills and interpersonal skills. • Decision-making and Analytical problem solving. • Adaptability and planning.