

Term of Reference

Position	Additional Director - Prosecution & Civil Litigation Department
Number of positions	01
Nature of Employment	Contract (03 years) extendable on need & performance basis. <i>The Commission may consider to regularize the position (after three years) subject to meeting the criteria prescribed for this purpose.</i>
Location	Karachi <i>(Can be transferred to any other city in Pakistan at the discretion of the Commission from time to time.)</i>
Duties and Responsibilities	- To conduct the prosecutions on behalf of the organization. - Appear and effectively represent the Organization before the Courts/Tribunals. - To draft petitions and replies on behalf of the Organization for filing in the courts. - In house litigation management. - To assist the departments in preparation of their pleadings in order to minimize the legal risk before the Courts. - To provide assistance in conducting the hearings. - To draft and vet the show cause notices and orders for the organization. - Conduct research relevant to legal query assigned, in both local and foreign jurisdictions and to give opinion and advice on different matters. - To conduct inquiry/investigation when assigned by the Commission. - To do any other assignment given by supervisory officer & the Commission.
Qualification	LL LL.B. or LL.M. from a reputed HEC recognized University and must be enrolled as an advocate of the High Court. <i>Preference will be given to candidates who have completed Bar at Law course after LL.B. or has obtained LL.M. degree and has experience in companies and corporate litigation & practice.</i>
Experience Criteria	Applicants must have at least 12 years of post-qualification experience. 10 years' experience as advocate of Sindh High Court and proven experience in independently handling corporate & criminal prosecution (white collar crime) and advisory will be preferred. NOTE: Detail of decided cases including reported cases if any preferably company and corporate matters, record of trial & High Court cases as an Independent Counsel or Public Prosecutor or related post (s) held may be clearly provided as mentioned in Annexure - A.
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 to work as in-house counsel for litigation management and advisory 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 & Decided cases preferably company and corporate matters	
Record of Trial & High Court cases as an Independent Counsel or Public Prosecutor.	
Related Position (s) held.	