

Position Title	Assistant Director
Nature of Employment	Contract (03 years) extendable on need & performance basis. The Commission may consider to regularization of the position (after three years) subject to meeting the Criteria prescribed for this purpose.
Number of positions	01
Location	Islamabad
Duties and Responsibilities	• To draft petitions and replies on behalf of the Commission for filing in the courts. • Appear and effectively represent the Commission before the Courts/Tribunals. • In house litigation management. • To assist the departments in preparation of their pleadings in order to minimize the legal risk before the Courts. • To conduct the prosecutions on behalf of the Commission. • To provide assistance in conducting the hearings. • To draft and vet the show cause notices and orders for the Commission. • Conduct research relevant to legal query assigned, in both local and foreign jurisdictions and to give opinion and advice on different matters. • To understand and ensure the compliance of the statutes, rules and regulations of the Commission. • To assist the assigned supervisor in legal research, drafting pleadings, opinions and in other departmental matters.
Qualification	• LL.B. or LL.M. 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>
Experience	• Applicants must have at least 03 years of post-qualification experience in related field.
Age	• Maximum age should not exceed 35 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>
Specialized 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. • Presentation skills and knowledge of MS Office
Soft Skills	• Teamwork. • Decision-making and problem solving. • Effective communication. • Adaptability and planning.