

**Terms of Reference**  
**Director (Prosecution and Civil Litigation Department)**

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| <b>Position</b>                    | <b>Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Number of positions</b>         | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Nature of Employment</b>        | <b>Three-year contract (extendable on need and performance basis).</b><br>The Commission may consider to regularize the position (after three years) subject to meeting the criteria prescribed for this purpose.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Location</b>                    | Karachi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Lead a Litigation team under the supervision of the divisional head of the 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.</li> <li>• Lead and manage the preparation and finalization of pleading in the court, instruments, agreements, briefing notes, delegations and correspondence.</li> <li>• Lead the delivery of litigation services including proactively engaging with senior management to ensure litigation is strategic and efficiently managed.</li> <li>• Provide Legal assistance generally as advised by the Commission.</li> <li>• Lead and facilitate knowledge sharing, expertise and skills with the team educating the senior management to reduce litigation risk.</li> <li>• Ensure systematic and strategic risks identified in litigated matters are communicated to the senior management and proactively work with senior managers to facilitate solutions.</li> <li>• 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.</li> <li>• Ensure maintenance of appropriate records of Litigation Department</li> <li>• Any other work assigned by the senior management</li> </ul> |
| <b>Qualification</b>               | <ul style="list-style-type: none"> <li>• LL.B. or LL.M. from a reputed HEC-recognized University and must be enrolled as an advocate of the High Court.</li> </ul> <p><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 the financial sector.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>Experience Criteria</b>         | <ul style="list-style-type: none"> <li>• A minimum of 15 years of relevant post-qualification experience preferably in corporate law and criminal prosecution (white-collar crimes) and corporate advisory.</li> </ul> <p><i>NOTE: Detail of reported cases (10 minimum) &amp; decided cases (50 minimum) preferably related to corporate matters, list of pending Trial &amp; High Court cases as an Independent Counsel or Public Prosecutor and related post (s) held should be clearly provided in the proforma given in Annexure 'A' below</i></p> |
| <b>Age</b>                         | <ul style="list-style-type: none"> <li>• Maximum age should not exceed 50 years on the last date of submission of application.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Functional/Technical Skills</b> | <ul style="list-style-type: none"> <li>• Must be well-versed with court procedures and hands on civil &amp; corporate litigation experience.</li> <li>• Must have an experience of criminal trial.</li> <li>• Excellent drafting and analytical skills.</li> <li>• Experience especially as in house-counsel and advisory relating to regulatory affairs will be preferred.</li> <li>• Presentation skills and knowledge of MS office.</li> </ul>                                                                                                       |
| <b>Soft Skills</b>                 | <ul style="list-style-type: none"> <li>• Teamwork.</li> <li>• Decision-making and problem solving.</li> <li>• Effective communication.</li> <li>• Adaptability and planning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |

Experience Proforma

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| <p><b>Reported (10 minimum)<br/>&amp;<br/>Decided cases (50 minimum)<br/>preferably related to<br/>corporate<br/>matters</b></p> |  |
| <p><b>List of pending Trial and High<br/>Court cases as an Independent<br/>Council or<br/>Public Prosecutor.</b></p>             |  |
| <p><b>Related Position (s) held.</b></p>                                                                                         |  |