

Position	Assistant Director – Prosecution and Civil Litigation Department
Number of positions	01
Nature of Employment	Regular
Location	Islamabad
Duties and Responsibilities	• Draft petitions, replies and other legal documents on behalf of the Organization for submission/filing in the courts and tribunals. • Appear and effectively represent the Organization before various judicial and quasi-judicial forums, including High Courts of Pakistan. • To manage in-house litigation and ensure timely coordination with relevant departments and external counsels. • To assist departments in preparation of pleadings to mitigate legal risks in Judicial proceedings. • To conduct the prosecutions on behalf of the organization in accordance with applicable laws. • To provide support during hearings and assist in the preparation of arguments and submissions. • To draft and vet show cause notices, orders and other regulatory documents issued by the organization. • Conduct legal research on assigned matters, including comparative analysis from local and foreign jurisdictions and to provide well-reasoned legal opinion and advice on different matters. • Ensure understanding and compliance with the statutes, rules, and regulations governing the organisation. • To assist the assigned supervisor in legal research, drafting pleadings, opinions and in other departmental matters.
Qualification	• LLB or LLM from a reputed HEC recognized Institute/University and must be enrolled as an advocate of the High Court since last 01 year. • The candidate preferably has demonstrable experience in handling corporate penalty recovery matters within a regulatory framework • Preference will be given to candidates who have completed Bar at Law course after LL. B or LL.M degree.
Post Qualification Experience	• At least 03 years' relevant post qualification experience in corporate related litigation and prosecution.
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.

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. • Presentation skills and knowledge of MS office.
Soft Skills	• Teamwork. • Decision-making and problem solving. • Effective communication. • Adaptability and planning.