

## Terms of Reference

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| <b>Position Title</b>                      | <b>Additional Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>No. of Positions</b>                    | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Department</b>                          | Appellate Bench Registry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Nature &amp; Duration of Employment</b> | <ul style="list-style-type: none"> <li>Appointment shall be made on a contractual basis for a term of three (3) years, extendable on organizational need and performance. The Commission may consider regularization of this position after completion of three years, subject to fulfilment of the prescribed criteria by the Commission</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Location</b>                            | <ul style="list-style-type: none"> <li>Islamabad</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Duties and Responsibilities</b>         | <ul style="list-style-type: none"> <li>Lead scrutiny and processing of appeals and review applications.</li> <li>Monitor compliance with applicable legal and procedural requirements within registry operations.</li> <li>Review and validate case summaries, legal briefs, and working papers.</li> <li>Provide legal input and assistance to the Registrar and Appellate Bench, where required.</li> <li>Prepare para-wise comments in litigation involving Appellate Bench decisions.</li> <li>Support consistency and quality in registry documentation and case-related material.</li> <li>Support coordination with internal departments, legal counsel, and external stakeholders.</li> <li>Conduct legal research and assist in the preparation of material for drafting orders.</li> <li>Provide input to enhance the effectiveness and efficiency of registry procedures and systems.</li> </ul> |
| <b>Qualification</b>                       | <ul style="list-style-type: none"> <li>LL.B. or LL.M. from an HEC-recognized university.</li> <li>Preference will be given to candidates having the Bar-at-Law qualification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Post Qualification Experience</b>       | <ul style="list-style-type: none"> <li>Applicants must have at least 12 years of relevant post-qualification experience with a minimum of 2 years' experience with the financial sector regulator.</li> <li>Preference will be given to the candidates having experience of working in adjudication departments of regulatory bodies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Age Limit</b>                           | <ul style="list-style-type: none"> <li>The maximum age should not exceed 45 years as on the closing date for submission of applications.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Functional/Technical Skills</b>         | <ul style="list-style-type: none"> <li>Strong legal research and analytical skills with an in-depth understanding of SECP-administered laws</li> <li>Practical skills in legal drafting</li> <li>In-depth understanding of appellate and quasi-judicial procedures</li> <li>Demonstrated ability to manage high-volume case load. Ability to interpret legal provisions in the quasi-judicial settings.</li> <li>Hands-on knowledge of judicial process and court procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Soft Skills</b>                         | <ul style="list-style-type: none"> <li>Problem-solving &amp; Time Management</li> <li>Effective communication</li> <li>Adaptability &amp; creative thinking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |