

Terms of Reference

Position Title	Assistant Director
Department/Division	Legislative Review and Research Department, Prosecution and Legal Affairs Division
Number of positions	01
Nature and Duration of Employment	• 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.
Location	• Islamabad
Duties and Responsibilities	• Assist in conducting comprehensive legal research and comparative analysis of international regulatory frameworks to identify areas for legislative improvement. • Provide support in the initial drafting and vetting of rules, regulations, and notifications, ensuring they are clear and comprehensive. • Assist in preparing briefing notes, working papers, and reports for the Commission regarding proposed legislative changes or policy shifts. • Maintain and update the legislative database, ensuring all amendments to all laws administrative by the Commission. • Assist in preliminary analysis of legal risks associated with existing or proposed policies and suggest solution-focused remedies. • Assist senior management in drafting correspondence and responses to queries from the Ministries and other government bodies. • Facilitate knowledge management by archiving research papers, white papers, and global regulatory benchmarks. • Any other work assigned by the senior management.
Qualification	• LL.B. or LL.M. from an HEC-recognized university. The applicant must be enrolled as an Advocate of the Lower Courts. • Preference will be given to candidates who have completed the Bar at Law qualification after LL.B. or have obtained an LL.M. degree with a focus on Corporate Law, Securities Regulation, or Legislative Drafting. High Court license will also be given preference.
Post Qualification Experience	• Applicants must have at least 3 years of relevant post-qualification experience in legislative drafting, legal research, corporate law, or regulatory affairs.
Age Limit	• The maximum age should not exceed 35 years as on the closing date for submission of applications. • Candidates who have at least 3 years of work experience with a regulator will be given age relaxation of 5 years.

Functional/Technical Skills	• Strong legal research and analytical skills with proficiency in using online legal databases • Proficiency in MS Office, particularly Word and PowerPoint, for drafting and presentations. • Familiarity with the SECP's regulatory framework and the legislative process in Pakistan. • Excellent writing and presentation skills with the ability to summarize complex legal concepts.
Soft Skills	• Teamwork and collaboration • Strong attention to detail. • Effective communication. • Adaptability and willingness to learn.