

Terms of Reference

Positions Title	Assistant Director
Department/Division	Prosecution & Civil Litigation Department, Prosecution and Legal Affairs Division
Number of positions	02
Nature of Employment	• Appointments 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 these positions after completion of three years, subject to fulfilment of the prescribed criteria by the Commission.
Location	• 01 position in Lahore • 01 position in Peshawar
Duties and Responsibilities	• Conduct the prosecutions on behalf of the organization in accordance with applicable laws. • Appear and effectively represent the Organization before various judicial and quasi-judicial forums, including High Courts of Pakistan. • Draft petitions, replies and other legal documents on behalf of the Organization for submission/filing in the courts and tribunals. • Assess Case Referral Notes for initiation of civil and criminal cases. • Manage in-house litigation and ensure timely coordination with relevant departments and external counsels, where required. • Assist departments in preparation of pleadings to mitigate legal risks in Judicial proceedings. • Provide support during hearings and assist in the preparation of arguments and submissions to the senior counsels of the organization • Legally vet the documents for 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. • Conduct inquiry/investigation when assigned by the Commission. • Ensure understanding and compliance with the statutes, rules, and regulations governing the organisation. • Assist the assigned supervisor in legal research, drafting pleadings, opinions and in other departmental matters.
Qualification	• LL.B or LL.M from an HEC-recognized university. The applicant must be enrolled as an Advocate of the High Court for the last 1 year with an active practice. • Preference will be given to candidates who have completed the Bar at Law qualification after LL.B. or have obtained LL.M. degree and have proven experience in regulatory bodies, companies and corporate litigation & practice.
Post Qualification Experience	• Applicant must have at least 3 years' relevant post-qualification experience in corporate-related litigation and prosecution including 1 year experience as advocate of High Court.

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	• 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.