

Terms of Reference

Position Title	Deputy Director
No. of Positions	01
Department	Appellate Bench Registry
Nature 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	- Scrutinize appeals filed before the Appellate Bench - Examine review applications filed under applicable legal provisions. - Identify deficiencies in filings and coordinate with appellants/respondents for rectification and registration. - Maintain liaison with parties regarding procedural requirements and case-related matters. - Provide day-to-day legal support and assistance to the Appellate Bench and Registrar. - Prepare case summaries, briefs, and working papers for facilitation of the Appellate Bench. - Assist during hearing proceedings, including case briefings and documentation support. - Draft para-wise comments in cases filed against Appellate Bench orders. - Conduct legal research and assist in the preparation of material for drafting orders. - Ensure proper record management and adherence to prescribed procedures and timelines.
Qualification	- LL.B. or LL.M. from an HEC- recognized university - Preference will be given to candidates having the Bar-at-Law qualification.
Post Qualification Experience	- Applicants must have 6 years of relevant post-qualification experience. - Preference will be given to the candidates having experience of working in adjudication department of regulatory bodies.
Age Limit	- The maximum age should not exceed 40 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	- Excellent research and analytical skills on legal propositions; - Strong legal analysis skills to implement Statutory and regulatory requirements of the laws administered by the SECP through Appellate Bench's orders; - Ability to understand the rules of interpretation - Demonstrated legal drafting skills;
Soft Skills	- Strong communication and interpersonal skills - Attention to detail - Action oriented