

### **Terms of Reference**

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| <b>Position Title</b>                      | <b>Joint Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Department/Division</b>                 | <b>Prosecution &amp; Civil Litigation Department, Prosecution and Legal Affairs Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Number of positions</b>                 | 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Nature &amp; Duration of Employment</b> | <ul style="list-style-type: none"> <li>• Appointments shall be made on a contractual basis for a term of three (3) years, extendable on organizational need and performance.</li> <li>• The Commission may consider regularization of these positions 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>• 01 position in Karachi</li> <li>• 01 position in Lahore</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duties and Responsibilities</b>         | <ul style="list-style-type: none"> <li>• Conduct the prosecutions on behalf of the organization in accordance with applicable laws</li> <li>• Appear and effectively represent the Organization before various judicial and quasi-judicial forums, including High Courts of Pakistan.</li> <li>• Draft petitions, replies and other legal documents on behalf of the Organization for submission/filing in the courts and tribunals.</li> <li>• Assess Case Referral Notes for initiation of civil and criminal cases.</li> <li>• Manage in-house litigation and ensure timely coordination with relevant departments and external counsels, where required.</li> <li>• Assist the departments in preparation of their pleadings in order to minimize the legal risk before the Courts.</li> <li>• Legally vet the documents for the organization.</li> <li>• 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.</li> <li>• Conduct inquiry/investigation when assigned by the Commission.</li> <li>• Ensure understanding and compliance with the statutes, rules, and regulations governing the organisation.</li> <li>• Do any other assignment given by supervisory officer &amp; the Commission.</li> </ul> |
| <b>Qualification</b>                       | <ul style="list-style-type: none"> <li>• 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 8 years.</li> <li>• 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 experience in regulatory bodies, companies, corporate litigation and practice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Post Qualification Experience</b>       | <ul style="list-style-type: none"> <li>• Applicants must have at least 10 years of relevant post-qualification experience. 8 years' experience as an Advocate of the High Court and proven experience in independently handling corporate and criminal prosecution (white collar crime) and advisory will be preferred.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <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>• Must be well-versed with court procedures and hands on civil &amp; corporate litigation experience.</li> <li>• Must have an experience of criminal trial.</li> <li>• Excellent drafting and analytical skills.</li> <li>• Experience to work as in-house counsel for litigation management and advisory will be preferred.</li> <li>• Presentation skills and knowledge of MS office.</li> </ul> |
| <b>Soft Skills</b>                 | <ul style="list-style-type: none"> <li>• Teamwork.</li> <li>• Decision-making and problem solving.</li> <li>• Effective communication.</li> <li>• Adaptability and planning.</li> </ul>                                                                                                                                                                                                                                                   |