

Terms of Reference

Position Title	Deputy Director
Department/Division	Adjudication Division
Number of positions	02
Nature & Duration of Employment	• All appointments shall be made on a contractual basis for a term of three (3) years, extendable on organizational need and performance basis. • The Commission may consider regularization of these positions after completion of three years, subject to fulfilment of the criteria prescribed for this purpose.
Location	• Islamabad
Duties and Responsibilities	• Assist in the Adjudication Department by providing expert legal research and analysis that is clear, accurate, and solution-focused for the administration of relevant legislation. • Prepare and finalize initial drafts of show-cause notices, pleading instruments, and adjudication orders for review by senior officers. • Manage the administrative aspects of adjudication hearings, ensuring all case files, evidence, and correspondence are meticulously organized and managed. • Provide legal assistance. • Facilitate knowledge sharing and expertise within the team by maintaining a repository of decided cases and relevant legal precedents to reduce litigation risk. • Proactively identify and communicate risks in pending matters to senior management to facilitate timely solutions. • Assist in ensuring that the department's priorities are met by maintaining high-quality work and implementing corporate processes and systems. • Ensure the maintenance of appropriate records, including digital case tracking and physical archives for the Adjudication Department. • Any other work assigned by the senior management.
Qualification	• LL.B or LL.M from an HEC-recognized university and must be enrolled as an Advocate of the High Court. • Preference will be given to candidates who have also completed the Bar at Law qualification or have obtained an LL.M degree..
Post - Qualification Experience	• Applicants must have 06 years of relevant post-qualification experience. Experience in corporate law, financial sector, or as an adjudicating officer in a regulatory body will be preferred.
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	• Must be well-versed with court procedures and have hands-on experience in civil and corporate law. • Proficiency in legal research and drafting of legal instruments/orders. • Experience, especially as in-house counsel or within a regulatory environment, will be preferred. • Strong presentation skills and high proficiency in MS Office.
Soft Skills	• Teamwork and collaboration • Effective communication. • Adaptability and willingness to learn.