

## DEPUTY DIRECTOR LEGAL

<b>Duty Station:</b>	Peshawar
<b>No of Positions:</b>	01
<b>Report To:</b>	Director HR/Admin and Finance
<b>Salary Package:</b>	Equivalent to BPS 18 of KP Project Pay Policy

### A. Job Description

#### i) Overall Role

The role of Deputy Director Legal plays is to provide proactive and in-depth legal and business focused advice across the Authority's operations.

#### ii) Key Responsibilities

The major areas of responsibility for the Deputy Director Legal include:

- Analysing and identifying the legal risks and implications of all the Authority's transactions, activities and services; and
- Keeping senior management in all departments informed of developments in laws and regulations which may potentially affect the legal liability of the Authority's activities or services it provides.

#### iii) Key Tasks

- Initiate and pursue legal proceedings as required by the Director HR/Admin and Finance i.e., prepare suits, writs, replies, appeals, applications and other pleadings in court cases and other litigation both "for and against" the Authority;
- Interact on behalf of the Authority with relevant Federal, Provincial and Local authorities as and when required with regard to corporate/contractual/commercial/legal matters of the Authority;
- Provide legal opinion as and when required on all the legal matters of the Authority pertaining to laws of Pakistan including but not limited to transport, labour, Authority, procurement Laws, taxation Laws, local government laws, and other relevant laws;
- Prepare, file and plea cases in Court and judicial and quasi-judicial forms in for and on behalf of the Authority and advise on matters that should be directed to external counsel;
- Advise on relevant statutory and regulatory compliances;
- Prepare legal opinions on various matters including claims for compensation against the Authority;
- Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested;
- Submit quarterly work reports to Management and the Board of Directors, together with an appraisal report to the Chief Executive Officer;
- Maintain a record of the status of all court matters involving the Authority;
- Assist in the formulation, implementation and/or amendment of Authority policies from a legal perspective;
- Draft, amend, review and/or recommend any modifications in related laws and regulations governing the Authority;

- Provide sound legal advice to the Authority and make recommendations to Management as necessary;
- Perform other related duties as required.

## **B. Position Requirements**

### **i) Attainments**

#### **a) Qualification**

LLB degree holder from an HEC recognized university.

#### **b) Experience**

At least 5 years of post-qualification relevant experience in practice of law involving multi-disciplinary issues regarding corporate governance, contracts management, labor laws etc. Work experience with well-known corporate law firms will be preferred. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

### **ii) Core Competencies**

- Expert in Authority's work related laws and regulation.
- Working experience in contract drafting and negotiation.
- Experience in handling litigation
- Ability to multi-task and meet deadlines.
- Ability to cope with high levels of responsibility and with confidential matters.
- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders; and
- Empathic communicator, able to see things from the other person's point of view;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Well-presented and business-like.

### **iii) Circumstances**

- Age not exceeding 45 years
- Fluency in English and Urdu, Pashto would be an added advantage.
- Good health allows to work long and irregular hours (when required).