

A) Job Description			HR JD DOC NO
Job Title	Deputy Manager	Department	Legal
Reports To	CEO	Location	Head Office

B) Job Responsibilities

Job Objective:-

This role is responsible in leading and managing legal and regulatory risks of the company's business operations in all aspects and safeguarding the company's legitimate business rights to pursue strategic objectives.

Principal Responsibilities:

- Ensuring robust corporate governance is in place for internal compliance and to manage corporate secretarial works.
- Delivering and ensuring high quality legal support to the Company through the application of excellent counseling, drafting and negotiation skills
- Providing pragmatic and strategic advice and support to the Company and relevant functions, locally and globally.
- Taking a leading role in problem-solving and decision-making in all areas of the business, and consistently working to minimize and manage commercial and legal risks.
- Providing overall legal advice and service to the entire organization in a manner which advances its business objectives while effectively managing relevant risks.
- Proactively providing pragmatic and sound advice to support the Company's commercial and corporate activities.
- Structuring, negotiating, drafting and advising on execution of all transactions including but not limited to investment advisory, review and suggest changes to provincial laws, general policy and regulatory framework for conducting business in Punjab.
- Any other duties in relation to the above assigned by the senior management.

Key Result Areas/Key Performance Indicators/ Success Criteria:

- Provide expert opinion in legal matters, arbitration, contracts, collaborations, partnerships arrangements, policies & procedures
- Draft legislation, agreements, MOU's keeping in view with accuracy in terms of legality, security, responsibility and liabilities.
- Establishment of good relationship with the Federal/Provincial/ Government departments and Key investors.
- Establishment of good relationship with other wings within PBIT.
- Recommendations to government on improving legal environment for attracting investment are incorporate in policies.

Job Scope / Impact

Compliance with applicable legislation and Government Rules & Regulations.

C) Job Requirements / Qualifications

Education:

LL.B/LL.M recognized by HEC. Also Membership of Punjab Bar Council

Experience:

Minimum 5 years experience in corporate/public sector with 2 years experience in a similar role as in house counsel or legal consultant. The candidate having experience in following areas shall be preferred subject to other suitable requirements:

- Exposure to commercial, finance and other agreements and associated documents
- Exposure to regulatory laws and issues of industry
- Corporate, commercial, taxation and insurance issues
- Demonstrated understanding of dispute resolution mechanism involving public sector
- Good computer skills, specifically in MS Word and MS PowerPoint.

Maximum age 35 years.