

Job Title: Law Specialist		
Reporting to: Manager Law	Job Group: OP-4	Department: Law

Why should you join us?

Universal Service Fund (USF), a company limited by guarantee, was established under Section 42 of the Companies Ordinance, 1984 (now Companies Act, 2017) and registered with the Securities and Exchange Commission of Pakistan (SECP) by the Ministry of IT & Telecom, Government of Pakistan.

Universal Service Fund (USF) offers a unique opportunity to contribute to meaningful national projects in the rapidly evolving Telecom Sector. By becoming part of USF, you'll work in a dynamic environment that values diversity, integrity, innovation, and growth. The organization provides a collaborative and forward-thinking workplace where professionals can excel and develop their skills.

Moreover, with competitive market-based remuneration, opportunities for career growth, and the chance to be part of a team driving national progress.

The position will be contractual for an initial period of Three (03) years with further extension on satisfactory performance.

Interested candidates may apply online through website: <https://www.njp.gov.pk/>

The individuals who fulfill the below-mentioned eligibility criteria may apply for the following position:

Goals

- The goals of the Law Specialist position are to provide legal support to the Manager Law by effectively managing legal cases, contracts, and compliance matters.

Your typical day at work

- Assists and supports the Manager Law in overseeing the organization's legal cases and litigation to ensure effective handling and resolution.
- Assist in ensuring compliance with laws, rules, regulations, and industry standards.

- Support in implementation, and monitoring of legal compliances.
- Provide assistance in drafting, reviewing, and negotiating contracts, agreements, and other legal documents. Help ensure contracts are aligned with the company's legal, financial, and strategic interests while ensuring contract compliance.
- Assist in managing litigation, arbitration, and dispute resolution processes involving the company.
- Provide support in representing the organization in judicial, quasi-judicial, and regulatory forums to safeguard the company's interest. Appears with or on behalf of external legal counsel in courts to represent the organization when required.
- Coordinate with external counsel under the guidance of the Manager Law, ensuring cost-effective and efficient handling of legal cases.
- Assist in building and maintaining strong relationships with regulators and industry.
- Support compliance with corporate governance standards, maintain and safeguard legal records.
- Contribute to knowledge-sharing and training on legal and compliance issues across the organization.
- Work with cross-functional teams to align legal services with business goals, as directed by Manager Law.
- Assist in implementing risk management strategies to address potential legal and regulatory challenges.
- Perform any additional tasks or responsibilities as assigned by the management, under the supervision of Manager Law.

Eligibility Criteria

Education:

Law Degree (LLB) from HEC recognized Law School/University. The applicant should possess HEC verified degrees as well as previous experience certificates (in the original) at the time of interview.

Work experience:

- At least three (03) years of relevant legal experience.
- Registered with any Provincial (including ICT) Bar Council as an Advocate for a minimum of three (03) years.
- Experience in litigious matters, drafting, reviewing, and revising agreements.
- Outstanding communication, negotiation, and drafting skills.

Age

The age of the candidate shall not be more than thirty-five (35) years at the time of application.

Functional Skills / Knowledge Areas

- Proficiency in litigation, legal documentation, and compliance frameworks.
- Excellent drafting, negotiation, and analytical skills to support the Manager Law effectively.
- Ability to collaborate with external legal counsel, government bodies, and regulatory authorities.