

**Job Title: Manager Law**

**Reporting to: Chief Law Officer (CLO)**

**Job Group: OP-3 (A)**

**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. The USF management can assign, change the job description and appoint or transfer the designee to any station as deemed necessary by the organization to meet its operational requirements.**

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:

### **Your typical day at work**

- Develop, implement, and monitor legal compliances, including legislative work, amendments in laws, bills, acts, rules, policies etc.
- Provide opinion drafting on critical legal matters to guide strategic decision-making.
- Draft, review, and negotiate contracts, agreements, MoUs and other legal documents.

- Ensure contracts are aligned with the organization's legal, financial, and strategic interests while ensuring contract compliance.
- Manage all litigation, arbitration, and dispute resolution processes involving the organization, including representation in court appearances, judicial, quasi-judicial, and regulatory forums to safeguard the organization's interests.
- Lead legal drafting for contracts, policies, and governance frameworks, ensuring clarity and compliance with regulatory standards.
- Advocate for alternate dispute resolution mechanisms where appropriate to protect the organization's interests.
- Build and maintain strong relationships with regulators and industry.
- Ensure compliance with corporate governance standards, maintain and safeguard legal records, and adhere to critical governance frameworks.
- Implement risk management strategies to address potential legal and regulatory challenges, conducting periodic assessments of legal risks and compliance gaps, and suggesting actionable solutions.
- Lead, mentor, and develop the in-house legal team, fostering a culture of excellence and collaboration.
- Promote knowledge-sharing and training on legal and compliance issues across the organization.
- Engage with cross-functional teams to align legal services with business goals.
- Implement risk management strategies to address potential legal and regulatory challenges.
- Assist in collaborating with internal stakeholders to develop policies that ensure business continuity and legal protection.
- Perform any additional tasks or responsibilities as assigned by the management.
- The USF management can assign, change the job description and appoint or transfer the designee to any station as deemed necessary by the organization to meet its operational requirements.

## **Eligibility Criteria**

### **Education:**

Law Degree (LLB) from HEC recognized Law School/University. LLM or equivalent will be an added advantage. The applicant should possess HEC verified degrees as well as previous experience certificates (in the original) at the time of interview.

## Eligibility Criteria

### Work experience:

- Ten (10) years of overall experience (post qualification) including compulsory Five (05) years' experience in Public Sector.
- Registered with any Provincial (including ICT) Bar Council as an Advocate High Court for a minimum Eight (08) years.

### Age

The age of the candidate shall not be more than forty-five (45) years at the time of application.

## Required Expertise

- **Legislative Work:** Extensive experience in reviewing, analyzing, and proposing legal reforms.
- **Amendments in Laws:** Skilled in drafting and refining legislative texts for compliance.
- **Formulation of Rules:** Proven expertise in developing regulatory frameworks.
- **Opinion Drafting:** Strong ability to provide insightful legal advice and opinions.
- **Legal Drafting:** Proficient in creating precise and clear legal documents.
- **Court Appearances:** Experienced in representing clients in complex litigation.