

## JOB DESCRIPTION – CHIEF LEGAL OFFICER

**Function:** Legal Department

**Reports to:** Chief Executive Officer (CEO)

**Location:** Islamabad

**No of Posts:** 01

**Age:**

Maximum **57** Years at the time of closing of advertisement

**Job Responsibilities:** (*Minimum 4, Maximum 8*)

In the role of Chief Legal Officer (CLO), the incumbent will be entrusted with the following key responsibilities and functions:

**1. Legal Support:**

- To provide legal opinions and advice on official matters, ensure legal compliance, advice remedial measures, manage litigations, provide legal counseling on all matters, filing of cases in the Courts of Law and other legal forums.
- Drafting, negotiating and vetting of relevant documents, agreements, contracts, deeds and instruments pertaining to the entity, ensuring all legal requirements have been addressed in their formulation.
- Preparing, initiating, producing and approving (review/vetting) draft letters, on a case-to-case basis. If required, advise the CEO/concerned section on the problematic areas and means by which these could be overcome.
- Negotiating, drafting, and reviewing critical legal documents, including agreements, policies, rules, regulations, guidelines and other related documents of legal stature while safeguarding the organization's interests.
- Assist the CEO in protecting Company's rights and interests and maintaining its operations within the scope established under the law.

**2. Litigation Support:**

- To develop / define standardized process for initiating the litigation activity by and against organization.
- To monitor cases in arbitration and litigation to avoid any adverse order, nominate lawyers and track their progress, highlight any significant event.
- To liaise with the panel lawyers and outsource law firms, ensuring effective and efficient handling of the entity's litigation matters.

**3. Agreements:**

- Responsible for leading, managing and directing various steps related to the development, negotiation and finalization of Market Participant Agreements and Service Provider Agreements, Connection Agreement, Use of System Agreement etc.

**4. External Counsel:**

- In case of an appointment of external counsel, the Head Legal will provide necessary guidance / instructions regarding the case to them, liaising with them, ensuring that comments are timely prepared, duly vetted and timely submitted.
- To monitor the progress of external counsel / law firms.

**5. Interaction with Stakeholders:**

- Represent the organization at different forums after due approval of the CEO, such as Courts, different divisions and department of Government of Pakistan, NEPRA, etc.
- The position holder will be responsible for reviewing, analyzing the working paper/ agenda items, and developing / providing legal opinion.
- Accompanying CEO in different meetings/occasions /forums to provide legal assistance as and when required.

**6. Dispute Resolution:**

- Assist the CEO in delegating / assigning / undertaking different steps, as per approved rules / policies / procedures / agreements, etc., required to be carried out to resolve disputes. This amongst others includes routine correspondence with different market stakeholders to resolve issues.
- If required, obtain technical assistance from the section concerned on different aspects of disputes aimed at helping the legal section to understand and better prepare for the case.

**7. Management Reports:**

- Responsible for managing and ensuring preparation of different management reports relating to legal section as and

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when required by the CEO.

### **8. Knowledge Management:**

- Undertake different measures to enhance/built upon existing skill set of the legal team comprising of both soft and technical skills.
- As part of employer development, responsible for identification of the appropriate training needs for the legal team and ensures that the team members have enhanced their job-related skills.

### **9. Administrative:**

- Responsible for ensuring management and maintenance of complete record as per applicable rules / procedures; etc.

### **10. Miscellaneous**

- To handle any matter or issue specifically assigned by the CEO.

### **Job Requirements / Skill-set:**

- Detailed understanding of power sector related laws, civil and corporate laws, acts, policies, rules, regulations, guidelines and other related documents of legal stature.
- Thorough knowledge /understanding of various agreements which include inter-alia Market Participation Agreement and Service Provider Agreement, Connection Agreement, Use of System Agreement etc.
- Demonstrated experience of court cases of identical nature including the understanding of the complete litigation process
- Demonstrated experience of drafting court documents, legal writings, pleadings, opinion writing, etc.
- Demonstrated experience of advising or representing the Company in judicial proceedings in the superior and subordinate courts.
- Understanding of energy sector litigation.

### **Qualification:**

- Minimum Bachelor's Degree in Law from local or international university duly recognized by HEC, Pakistan.

### **Experience:**

- **At-least 18 years** of relevant post qualification experience in Public/Private or International Organizations.
- The candidate **must have 05 years' experience in Senior Management Roles** or as **Head of Department** in a reputed organization.