

<b>Job Title:</b> Deputy Manager/ Expert Law		
<b>Reporting to:</b> Manager Law	<b>Job Group:</b> OP-4	<b>Department:</b> Law

### Why should you join us?

Universal Service Fund (USF), a company 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 Deputy Manager/ Expert Law 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 five (05) years of relevant legal experience.
- Registered with any Provincial (including ICT) Bar Council as an Advocate for a minimum of five (05) years.
- Experience in litigious matters, drafting, reviewing, and revising agreements.

### **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.