

<b>Job Title:</b> Manager Law		
<b>Reporting to:</b> Director Law	<b>Job Group:</b> OP-3	<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 Manager Law position are to ensure effective management of litigation, compliance, and legal documentation to safeguard the organization's interests. Additionally, the role aims to provide timely legal advice and representation in alignment with telecom, corporate, and civil matters.

### Your typical day at work

- Ensure the organization's compliance with local, national, and international laws, regulations, industry standards, and amendments related to telecom and ICT laws, rules, and regulations.
- Develop, implement and monitor legal compliances.
- Draft, review, and negotiate contracts, agreements, and other legal documents.

- Ensure contracts are aligned with the company's legal, financial, and strategic interests while ensuring contract compliance.
- Manage all litigation, arbitration, and dispute resolution processes involving the company.
- Represent the organization in judicial, quasi-judicial, and regulatory forums to safeguard the interest of company.
- Coordinate with external counsel, ensuring cost-effective and efficient handling of legal cases.
- Advocate for alternate dispute resolution mechanisms where appropriate to protect the company's interests.
- Build and maintain strong relationships with regulators and industry.
- Ensure compliance with corporate governance standards, maintain and safeguard legal records.
- Ensure the organization adheres with critical governance frameworks.
- 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.
- Conduct periodic assessments of legal risks and compliance gaps, suggest actionable solutions.
- Assist in collaborating with internal stakeholders to develop policies that ensure business continuity and legal protection.
- Perform any additional legal tasks or responsibilities as assigned by the management from time to time.

### **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).
- Experience in a Public Sector organization with operations similar to USF will be an added advantage.
- 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.

### **Functional Skills**

- Strong legal acumen
- Strong knowledge of telecom, corporate, and contract law.
- Strong drafting, negotiation, and litigation skills.
- Ability to liaise effectively with government and regulatory entities.
- Be updated on legal developments and regulations.