

# Assistant Manager Legal

Job

Position Title: Assistant Manager Legal
Reports to: General Manager Corporate Affairs
Department: Legal
Direct Reports: Manager Legal
Position Grade: III
Advertisement Date: 1st December 2024
Last Date to Apply: 17th December 2024

Principal Accountabilities (Duties & Responsibilities)
<ul style="list-style-type: none"><li>Assist in providing legal advice and support to safeguard the organization’s business interests, ensuring compliance with relevant laws and regulations to achieve both long-term and short-term objectives;</li><li>Conduct research on modern international trends and associated laws, particularly related to ICT laws;</li><li>Provide expert legal opinions on legal matters related to the organization, including Intellectual Property Rights (IPR);</li><li>Draft, review, and maintain a comprehensive repository of contracts;</li><li>Conduct periodic reviews of the ICT-related legal framework, including applicable rules and regulations in Pakistan, to ensure compliance and alignment;</li><li>Assist the Manager Legal with day-to-day matters and departmental operations;</li><li>Review and maintain records of all legal documents prepared by the department or the organization.</li></ul>

Knowledge, Qualification, Skills, and Experience
<ul style="list-style-type: none"><li>Strong knowledge of corporate laws, including the Companies Act and SECP regulations; expertise in contract drafting and review; and an understanding of Intellectual Property Rights (IPR), dispute resolution mechanisms, and other legal aspects relevant to the organization’s operations.</li><li>Ability to assess and analyze all legal aspects of a situation and provide sound solutions to protect the organization’s legal rights.</li><li>Possession of an LLB or LLM degree from a well-reputed HEC-recognized university.</li><li>Minimum of 3 to 5 years of relevant experience</li></ul>

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