

**Government of Pakistan**  
**Benazir Income Support Programme**  
**“F” Block Pak Secretariat**

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**LEGAL ADVISOR REQUIRED**

Applications are invited to hire the services of a Legal Advisor in Benazir Income Support Programme (BISP) on retainership basis initially for a period of one year (extendable subject to satisfactory performance) through Law and Justice Division.

<b>Education</b>	Degree in Law from HEC recognized University
<b>Experience</b>	a) Valid License to practice law in the lower courts and high courts of Pakistan with at least 7 years of experience of specifically dealing with Civil, Criminal, Service matters, Rental, Contractual Services / Labour Laws cases, Recoveries and Tax related cases b) Enrolled as Advocate of Supreme Court of Pakistan will be considered as an additional qualification. c) Knowledge of practice related to Human Resources. d) Fluent in English and Urdu language with strong interpersonal and communication skills. e) Able to handle complex legal issues. f) Commitment to professionalism, discipline and integrity. g) Ability to meet the deadlines. h) Have basic knowledge of electronic communication/IT.
<b>Age</b>	The age limit of the candidate should be between 40 to 55 years on the closing date for receipt of applications
<b>Retainership Fee</b>	Retainership fee shall be Rs. 100,000/- (negotiable in case of higher qualification / experience). He will be entitled to TA/DA as admissible to a BS-19 Officer in case of detailing for representation in the courts on behalf of BISP outside Rawalpindi/Islamabad

The detailed ToRs of Legal Advisor are available at BISP website ([www.bisp.gov.pk](http://www.bisp.gov.pk)) & PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)). The interested candidates may submit their applications within 15 days of the publication of this advertisement on the following address:-

**Director (HRM), Benazir Income Support Programme (BISP),**  
**Headquarter, F-Block, Pak Secretariat Islamabad**  
Phone: 051-9246325  
Fax : 051-9246319

# **TERMS OF REFERENCE (TOR) FOR LEGAL ADVISOR OF BENAZIR INCOME SUPPORT PROGRAM (BISP)**

## **GENERAL**

- To advise BISP management on all legal and legislative matters.
- To draft, scrutiny and examination of Bills, Ordinances and all legal and other instruments including drafting / vetting of complaints, ICAs, CPLAs, Review Petitions, Para-wise Comments, Written Statements, Reports etc., for the Supreme Court of Pakistan / Islamabad High Court / Provincial High Courts and other Courts / F.S.T and Wafaqi Mohtasib and all other judicial and quasi-judicial forums.
- Represent BISP in all legal proceedings / litigation in the courts of law.
- Assist BISP management on all forums in legal matters whenever required.
- He will remain engaged for one year (extendable on satisfactory performance) with three (3) months probation which if not terminated will be construed continued for one year.
- Vetting of already drafted documents i.e. Agreements, Contracts, Regulations, Joint ventures, Deeds or any other documents which may create any contractual obligation (Legal opinion on Laws, Rules, Regulations, Bye-Laws, Notifications, Circular, Guidelines)
- He will attend office for at least 4 hours at least on each working day during working hours as per his convenience and will be available on telephone for providing legal advice to the BISP as and when required, however, he will complete his assigned tasks regardless of time spent.
- He will report to the BISP management through Director General or Director (Legal), BISP HQ.

- Interpret laws and policies if and when required.
- Be willing to travel throughout Pakistan for representation, if nature of the cases so warrant
- Any other work assigned by Secretary, BISP.

### **REQUIRED SKILLS AND COMPETENC**

- a) Valid License to practice law in the lower courts and high courts of Pakistan with at least 7 years of experience of specifically dealing with Civil, Criminal, Service matters, Rental, Contractual Services / Labour Laws cases, Recoveries and Tax related cases
- b) Enrollment as Advocate of Supreme Court of Pakistan will be considered as an additional qualification.
- c) Knowledge of practice related to Human Resources / contract.
- d) Fluent in English and Urdu language with strong interpersonal and communication skills.
- e) Able to handle complex legal issues.
- f) Commitment to professionalism, discipline and integrity.
- g) Ability to meet the deadlines.  
Have basic knowledge of electronic communication/IT.

### **RETAINERSHIP FEE**

Retainership fee shall be Rs. 100,000/- (negotiable in case of higher qualification / experience). He will be entitled to TA/DA as admissible to a BS-19 Officer in case of detailing for representation in the courts on behalf of BISP outside Rawalpindi/Islamabad.

### **CONFIDENTIALTY**

During the Term of Engagement, the Legal Advisor shall keep any confidential information which comes into their possession secure and shall not make (other than for the benefit of BISP management) any record (whether on paper, computer memory, disc or otherwise) relating to any matter within the scope of the business of BISP

management or their customers and suppliers or concerning its or their dealings or affairs or (either during the assignment or afterwards) use such records (or allow them to be used) other than for the benefit of BISP management. All such records (and any copies of them) shall belong to BISP management and shall be handed over to client by the Legal Advisor on the termination of this agreement or at any time during the Services.

### **DELEGATION**

The Legal Advisor shall not delegate any duties or obligations arising under this agreement otherwise than may be expressly permitted by the Client.

### **CONFLICT OF INTEREST**

The Legal Advisor shall not enter into any activity / assignment which has conflict of interest in his performance on legal issues of BISP management.

### **INTELLECTUAL PROPERTY**

All the Intellectual Property Rights in the Materials shall (from the outset) be vested exclusively in BISP management and the Legal Advisor shall assign and transfer with full title guarantee all intellectual Property Rights lit the Materials for the remainder of the term during which the said rights and any renewals or extensions thereof shall subsist including the right to sue for past infringements and retain any damages obtained as a result of such action.

### **TERMINATION OF ENGAGEMENT**

The engagement can be terminated by the BISP at any time after giving one month notice or payment of one month remuneration in lieu thereof. In case the Legal Advisor discontinues he will have to give one month prior notice or deposit one month remuneration in lieu thereof.

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