

LEGAL ADVISOR (CONSULTANT) – One Post

Benazir Income Support Program (BISP) is seeking an experienced Legal Advisor (Consultant) with the following responsibilities:

- 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 plaints, 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.
- Assist BISP management on all forums in legal matters whenever required.
- Vetting of already drafted documents i.e. TORs, Agreements, Contracts, Regulations, Joint ventures, Deeds or any other documents which may create any contractual obligation (Legal opinion on Laws, Rules, Regulations, By-Laws, Notifications, Circular, Guidelines)
- 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 QUALIFICATION AND EXPERIENCE:

- a. LLM from HEC recognized University.
- b. Valid License to practice law in the lower courts and high courts of Pakistan with at least Nine (09) years of experience of specifically dealing with Civil, Criminal, Service matters, Rental, Contractual Services / Labour Laws cases, Recoveries and Tax related cases
- c. Enrollment as Advocate of Supreme Court of Pakistan will be considered as an additional qualification.
- d. Knowledge of practice related to Human Resources / contract.
- e. Fluent in English and Urdu language with strong interpersonal and communication skills.
- f. Able to handle complex legal issues.
- g. Commitment to professionalism, discipline and integrity.
- h. Ability to meet the deadlines.
- i. Have basic knowledge of electronic communication/IT.

DUTY STATION:

The consultant would perform his/her services at Benazir Income Support Programme (BISP) Head Office located in F-Block, Pak. Secretariat Islamabad.

DURATION OF THE CONTRACT:

The consultant will remain engaged for one year (extendable on satisfactory performance) with three (03) month probation period which if not terminated will be construed continued for one year.

Interested candidates qualifying the above qualification and experience may apply by sending their updated CV through email on dirpolicy.hr@bisp.gov.pk upto **21st March 2019**. Only shortlisted candidates will be called for interview. No TA / DA will be admissible for interview. BISP is an equal opportunity employer and encourages female candidates to apply.

Director HR (HQ & Policy)
Benazir Income Support Programme (BISP)
F-Block, Pak. Secretariat, Islamabad.
051-9246325