

## 1. ASSISTANT MANAGER CORPORATE COMPLIANCE/ AFFAIRS

**Age** - Maximum 45 years

**Qualification:** The candidate must have LL.B / LL.M from a university recognized by the Higher Education Commission.

**Experience:** Minimum 3 years relevant experience in a well reputed public / private sector organization. The candidate should be well versant with company's ordinance 1984 and Public Sector Companies Rules, 2013. Experience in public sector companies will be preferred.

**Report to:** Company Secretary

### Job Responsibilities

- To help and assist Company Secretary in discharge of his duties and functions.
- To deal with SECP and Registrar Joint Stock Companies
- Filing of the statutory returns.
- To give legal advice on different kind of Legal issues
- To appear before judicial or administrative forums on behalf of the Company
- Assist Company Secretary to handle the corporate matters of the Company
- To overlook the litigation of Company
- Drafting agreements, contracts and joint venture agreement
- Drafting of Legal Opinions, Complaints and written statements
- Legal Research regarding different legal propositions
- Any other functions assigned by the Company.