**Brief Job Description:**

* To handle / pursue Company’s Court cases filed / pending before Courts of Competent Jurisdiction including Supreme Court of Pakistan, High Courts and shall remain in liaison with Counsels engaged therein for timely disposal.
* Timely follow-up of Company’s all legal cases and to maintain their updated status in Company’s data base.
* Legal vetting of para-wise comments / replies of all types of Company’s legal cases and ensure their submission before concerned Courts / legal forums within stipulated time period through Counsels.
* Dealing with litigant consumers regarding Company’s legal cases.
* Vetting of Company’s legal documents & to render advice on legal issues.
* Drafting and vetting of agreements, Contracts and legal documents.
* To deal with local & international Arbitrations.
* To deal with cases / appeals before tribunals & Regulatory Authority.

**Essential Skill Requirements:**

* Strong drafting Skills.
* Sound knowledge of Civil & Criminal Laws of Pakistan, Gas (Theft Control and Recovery) Act, 2016 and Companies Act, 2017.
* Problem Solving & Analytical Skills.
* Proficient in use of MS Office & Internet.
* Good Oral and Written Communication Skills.
* Team Player.

**Place of Posting**

* Any where in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Federal Capital.