

# JOB DESCRIPTION



<b>Organization :</b>	QATPL	<b>Department:</b>	Legal
<b>Position:</b>	Chief Legal Officer	<b>Supervisor's Position:</b>	Chief Executive Officer

## PURPOSE

This position oversees and manages legal affairs of the company including litigation, dispute mitigation & resolution, and provides legal opinions on all functions of QATPL; Supervises drafting of legal documents and responses required for legal proceedings / notices; Reviews, evaluates and approves legal documents, projects and proposals of different functions; Defends litigation cases against relevant external parties; Conducts/attends routine meetings with stakeholders, regulators, departments etc. to discuss legal matters and cases; Coordinates with external counsel for matters regarding compliance and regulations, assisting the management in Managing and mitigating legal/regulatory/reputational risk **WITH** the objective to protect the interests of the organization, assist the relevant departments in ensuring that operations are in complete compliance with defined regulatory and legal framework **WITHIN** the limits of organization’s vision, mission and strategic objectives, policies and SOPs, directions/guidelines Board.

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>- Fundamental Knowledge of Business Operations and the relevant laws</li> <li>- Comprehensive Knowledge of Legal Contracts</li> <li>- Comprehensive Knowledge of relevant regulatory Laws</li> <li>- Comprehensive knowledge of applicable laws and regulations – a broad based knowledge is essential as opposed to specialist knowledge on one particular area</li> <li>- Strong grip on Commercial and Legal terms</li> <li>- Strong grip on power sector laws</li> <li>- Extensive knowledge of Legal Service in an international context</li> <li>- Good knowledge of Litigation Management</li> </ul>
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## AREAS OF RESPONSIBILITY

### 1 Framework Development

- Participates in development of Organization’s short term and long term strategy and plan and advises on the legal implications; Engages in development of Organization’s policies and rules in light of the applicable legislation; contributing to strategy development; Advising management / board on non-legal issues.
- Reviews all material and critical agreements ; Creates legal awareness on regulatory, contractual and related; Highlights potential issues and provides legal solutions
- Identifies strategic and operational risk and opportunities from Legal perspective Searches for new regulations that must be complied with
- Assists regulatory inspections and receives feedback for improvement on such inspections
- Advises and facilitates the company with compliance of all applicable laws, regulations and standards
- Raises alternate possibilities from a strategic viewpoint on operational processes/projects; Ensures timely provision of effective legal support
- Represents organization in the regulatory space and acts as an advocate for any change or reform desired in the policy framework
- Protects organization’s rights and interests within the scope established by law

### 2 Advisory & Representation

- Renders legal opinion to the Board of Directors, Chief Executive Officer and other functional heads / divisions of the organization on all internal matters, conflicts, legal circumstances, grievances etc.
- Ensures maintenance of complete record of legal documents, agreements and other instruments; Oversees record digitalization and ensures its accuracy and completeness
- Negotiating, drafting and vetting of various kinds of agreements, deeds, policies and instruments and preparing/reviewing draft correspondences, letters etc.
- Evaluates queries received from concerned stakeholders and discusses transactions from a legal perspective; Assesses potential legal risks, devises action plan to efficiently mitigate legal risks and suggests way forward to concerned internal stakeholders

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	<ul style="list-style-type: none"><li>- Representing company in legal and policy related matters before governmental and other forums.</li><li>- Advising and mediating inter-departmental matters of the company.</li></ul>
<b>3</b>	<b>Dispute Resolution/External Counsel Management</b>
	<ul style="list-style-type: none"><li>- Handles legal, corporate and regulatory affairs pertaining to the Organization; Manages cases in litigation and arbitration / negotiation / mediation directly or through engaged Counsels (outsourced law firms)</li><li>- Analyzes the nature of the legal notices, show cause notices, claims etc. to frame legal opinion and action points i.e. negotiation or court of law proceedings to cater the highlighted issues; Acquires required documents and information for litigation cases from relevant stakeholders.</li><li>- Representing / assisting representation before regulatory and official bodies of Pakistan on matters concerning the project and company from legal perspective.</li><li>- Builds and maintains relationships with Government Departments/Regulators; Receives and understands queries from Regulators, prepares appropriate response and works for resolution</li><li>- Supervises drafting, filing and presenting petitions and licensing issues on behalf of Organization before regulatory bodies</li><li>- Ensures the development of counter measures related to Legal notices and their subsequent implementation; Drafts an appropriate reply to important show cause notices; Appears before regulators if necessary; Ensures timely provision of documentation requested</li><li>- Gauges advantages/ disadvantages and impact of defending certain cases on organization's reputation and interest</li><li>- Coordinates with External legal counsel and panel lawyers for cases to be handled in the court filed by or against QATPL</li><li>- Supervises external legal counsel management for litigations, projects and special issues; Issues different letters to different governmental, regulatory and other organizations on legal matters</li><li>- Visit different Courts and offices of the Consultants to review and finalize the necessary steps with regards to any pending litigation</li></ul>
<b>4</b>	<b>People Management</b>
	<ul style="list-style-type: none"><li>- Provides effective and inspiring leadership to direct reports; Ensures parity among subordinates with regards to learning and growth opportunities.</li><li>- Helps creating a conducive working environment to build and sustain an engaged and committed team;</li><li>- Creates a sense of purpose and self-fulfillment among subordinates; creates the need for empathy when necessary.</li><li>- Delegates the responsibilities to the direct reports and creates a sense of urgency; Keeps the team emotionally aware, sensitive and open to accept planned changes for the greater good.</li><li>- Leads by example, motivates and maintains a competent and high performing staff, capable to meet current and future needs; Identifies training and development requirements of subordinates to take future roles.</li><li>- Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal; Coordinates with HR for recruitment of new talent if so required.</li><li>- Handles administrative issues related to HR i.e. conflict management, grievances handling, disciplinary issues etc. of the Department; Ensures compliance with Company's EHS policies and practices within the division</li><li>- Performs any other work assigned by the Management.</li></ul>