



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR LEGAL

(CASE NO. 41H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Assist the Deputy Director Legal
2. To provide legal advice to PLRA regarding legal matter, as and when required
3. To provide technical/legal assistance in drafting of contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services and provide advice on issues and disputes that may arise from their application
4. Drafting Contracts/SLA/MOU within legal framework, vetting and clearing from relevant public departments before they are signed
5. To provide legal opinion to PLRA in various facets/activities, conflict prevention, management and dispute resolution for adopting course of action in legal matters within the legal and regulatory framework
6. To present in court on behalf of PLRA and/or its employees in the court of law/all forums of legal nature for any sort of civil/criminal litigation initiated against them in pursuance of their duties.
7. To prepare and file suits/writ petitions to safeguard the interests of government/PLRA
8. Provision of technical/legal backstopping whenever issues of legal nature arise
9. Providing interpretation of all legal instruments
10. To ensure that all the decisions and actions taken, by the management are in conformity with the provisions of prevailing laws and legal instruments
11. Preparation of replies, comments, writ petitions etc. on behalf of PLRA for all legal forums
12. Advocate PLRA at all forums to provide an effective channel of communication in respect of legal matters to safeguard the interest of PLRA.
13. Maintain close liaison with all legal forum to keep the management informed of day to day proceedings about all legal issues referred to or under proceedings.
14. Any other legal assistance/advice as may be required.

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