

Job Description- Assistant Manager (Legal, Corporate Affairs & Compliance)

Position Title: Assistant Manager (Legal, Corporate Affairs & Compliance)

Entity: PIA Holding Company Limited (PIAHCL)

Reports To: DGM (Legal, Corporate Affairs & Compliance)

Location: Head Office - Islamabad.

Position Summary

The Assistant Manager will be a crucial support and execution member of the Legal, Corporate Affairs & Compliance team. This role is responsible for the accurate and timely execution of day-to-day tasks, including initial drafting, conducting foundational legal and regulatory research, managing documentation flow, and providing direct administrative and technical support to the Manager and General Manager.

Key Responsibilities

a. Legal Documentation & Research

- Assist in the drafting, review, and finalization of routine commercial documents such as service agreements, and basic legal instruments under supervision.
- Conduct preliminary legal research on assigned statutes, regulations (e.g., Companies Act 2017, SOE Act 2023), and case law to support the team's advisory functions.
- Manage the filing and indexing of all executed contracts, legal opinions, and research notes to ensure an easily accessible and secure repository.

b. Corporate & Compliance Administration

- Prepare working drafts and compile supporting documents for Board and Committee minutes, circular resolutions, and statutory forms.
- Maintain and regularly update all statutory registers and corporate records, ensuring data integrity and audit readiness.
- Assist the Manager in preparing and compiling necessary documentation for the routine submission of regulatory filings and returns to the SECP and other authorities.
- Support the daily monitoring of internal departmental adherence to the company's established policies and regulatory requirements under the compliance framework.

c. Litigation Support

- Compile and organize litigation files, including collecting relevant internal communications, contracts, and evidence required for active cases.
- Coordinate documentation exchange with external law firms, acting as a primary administrative liaison to ensure timely and complete information transfer.
- Maintain the litigation database, tracking key dates and next actions for all legal cases.

d. Internal Advisory Support

- Gather information and prepare foundational materials to assist the Manager in developing internal legal advisories, policy updates, and basic training content.

Qualifications & Experience

Education:

- Bar at Law / LLB / LLM / 16 years of education from an HEC-recognized institution.
- Relevant certification (e.g., Company Secretarial, Corporate Governance) is a plus.

Experience:

- **Min 3 years of relevant experience** in a corporate legal, secretarial, or compliance support role.
- Demonstrated ability in legal research, documentation management, and contract support.
- Prior experience with SECP filings and corporate governance documentation is highly desirable.

Remuneration & Benefits

- Competitive salary package commensurate with qualifications and experience.
- Benefits as per company policy and market best practices.