

Position Title: Dy. General Manager (Legal, Corporate Affairs & Compliance)
Entity: PIA Holding Company Limited (PIAHCL)
Reports To: General Manager (Legal, Corporate Affairs & Compliance)
Location: Head Office – Islamabad
Grade/Level: Middle Management

1. Position Summary

The Deputy General Manager (Dy. GM) will serve as the second-in-command, assisting the GM in leading the company's legal, corporate governance, and compliance functions. The role is responsible for the operational execution of the department's strategy, managing complex legal matters, driving compliance programs, and ensuring effective support for the Board and Committees. The Dy. GM will be expected to deputize for the GM and mentor the junior team members.

2. Key Responsibilities

Operational Legal Management & Execution

- Deputize for the GM in providing legal advice to senior management on corporate, commercial, and regulatory matters.
- Manage the day-to-day workflow of contract drafting, vetting, and review (including MoUs and high-value agreements).
- Oversee and manage significant litigation, arbitration, and dispute resolution cases, including detailed liaison with external counsel and reporting progress to the GM.
- Ensure all company actions, contracts, and internal policies are fully compliant with all applicable laws and regulations.

Corporate Governance & Secretarial Support

- Lead the preparation and distribution of comprehensive agenda, notices, and working papers for Board and Committee meetings.
- Ensure all corporate actions and proceedings strictly comply with the Companies Act 2017, SOE Act 2023, and SECP directives.
- Supervise the maintenance of statutory registers and the timely filing of returns with the SECP and other regulators.
- Assist the GM/Company Secretary in all matters related to corporate reporting and director disclosures.

Compliance Implementation & Monitoring

- Implement and monitor the compliance framework across the company, ensuring alignment with legal, regulatory, and internal control requirements.
- Coordinate with internal/external auditors and regulators regarding inspections, disclosures, and compliance reporting tasks.
- Draft and disseminate internal legal advisories, policies, and Standard Operating Procedures (SOPs) based on new legal or regulatory requirements.

Team Leadership & Stakeholder Liaison

- Provide supervision, guidance, and training to Managers and Assistant Managers within the department.
- Manage and maintain professional relationships with key external stakeholders, including external law firms, consultants, and relevant regulatory officers.

Qualifications & Experience

Qualification:

- Bar at Law / LLB (Hons) / LLB / LLM / 16 years of education from an HEC-recognised institution.
- Corporate governance/company secretarial certification (e.g., ICSP, ICSA, or equivalent) is highly desirable.

Experience:

- Minimum **10 years of relevant progressive experience**, with at least 4 years in a supervisory or management role within a corporate legal department, large corporate, or regulated sector.
- Demonstrable expertise in corporate governance, compliance management, and complex litigation/contract handling.

Maximum Age:

45 years

Skills & Competencies:

1. Strong knowledge of corporate and commercial law, Companies Act 2017, SECP regulations, and public sector governance frameworks.
2. Expertise in corporate secretarial functions, board administration, and governance compliance.
3. Strong drafting, negotiation, and litigation management skills.
4. Excellent communication, stakeholder management, and advisory skills.
5. High integrity, confidentiality, and professionalism.

Key Performance Indicators (KPIs)

- Timeliness and accuracy of Board/Committee support (agendas, minutes, filings).
- Compliance with statutory and regulatory requirements.
- Quality and effectiveness of legal risk management and dispute resolution.
- Development and enforcement of compliance framework across PIAHCL.
- Stakeholder satisfaction (Board, regulators, auditors).

Remuneration & Benefits

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