Position Title: General Manager (Legal, Corporate Affairs & Compliance)
Entity: PIA Holding Company Limited (PIAHCL)
Reports To: Chief Executive Officer (CEO) / Board of Directors (through CEO)
Location: Head Office – Islamabad
Grade/Level: Senior Management

1. **Position Summary**

The General Manager (Legal, Corporate Affairs & Compliance) will lead the company's legal advisory, corporate governance, and compliance functions in line with the Companies Act 2017, SOE Act 2023, and other applicable laws/regulations. The position will also support the Board of Directors and Committees by providing secretarial and governance services.

2. **Key Responsibilities**

Legal Advisory & Risk Management

- Provide legal advice on corporate, commercial, regulatory, and contractual matters.
- Draft, vet, and review contracts, agreements, MoUs, and property/asset-related documents.
- Manage litigation, arbitration, and dispute resolution by liaising with external counsel.
- Ensure company actions are compliant with applicable laws, regulations, and directives.

Corporate Affairs & Governance

- Support the Board of Directors and Committees by preparing agenda, notices, working papers, and minutes.
- Ensure compliance with SOE Act 2023, SECP directives, and corporate governance best practices.
- Maintain statutory registers and ensure timely filing of returns with SECP and other regulators.
- Facilitate Board evaluations, disclosures, and governance reporting.

Compliance Oversight

- Establish and monitor compliance framework across the company in line with legal, regulatory, and internal control requirements.
- Coordinate with internal audit, external audit, and regulators for inspections, disclosures, and compliance reporting.
- Develop policies and standard operating procedures to strengthen transparency and accountability.

Company Secretariat (Acting/Successor Role)

- Assist Company Secretary in maintaining Board records, resolutions, and communication between management and directors.
- Ensure confidentiality and integrity of all Board-level matters.

Stakeholder Management

- Liaise with SECP, State Bank of Pakistan (for relevant compliance), Ministry of Finance/Privatisation Commission, and other government/regulatory bodies.
- Manage relationships with external law firms, advisors, and consultants.
- Provide guidance to management teams on governance, compliance, and legal risks.

3. **Qualifications & Experience**

Qualification:

- Bar at Law / LLB (Hons) / LLB / LLM / 16 years of education from an HEC-recognized institution.
- Corporate governance / company secretarial certification (e.g., ICSP, ICSA, or equivalent) will be an added advantage.

Experience:

- Minimum **15 years of relevant experience**,with at least 05 years in a senior legal/compliance or company secretarial role.
- Experience in public sector enterprises, regulators, or large corporates preferred.

4. **Maximum Age:**

   50 years

5. **Skills & Competencies:**

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

6. **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).

7. **Remuneration & Benefits**

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