



# STATE BANK OF PAKISTAN

State Bank of Pakistan, the Central bank of the country, regulates the monetary and credit system of Pakistan and fosters its growth in the best national interest with a view to securing monetary stability and optimum utilization of the country's productive resources.

SBP is looking for recruitment of high caliber and dynamic legal professionals for Legal Services Department. The incumbents would be expected to provide well thought out and researched legal opinions/advice to SBP and its subsidiaries amongst others on the following broad areas:

- Litigation (Civil/ Criminal/ Company/Constitutional)
- Banking, Commercial and Corporate Issues
- Judicial or Regulatory functions
- Drafting and review of Contracts
- Drafting of Legislation
- Service matters

We are an equal opportunity employer and positions are based at Karachi.

<b>Law Officers (OG-3)</b>	
The responsibilities of incumbent will include but not limited to the following:	
<ol style="list-style-type: none"> <li>1. Provide legal advice / opinion on the issues pertaining to the various departments of the Bank and its subsidiaries to safeguard Bank's interest and avoid its exposure to legal and financial liabilities.</li> <li>2. Examine and vet legal documents including contracts and other instruments.</li> <li>3. Expertise in drafting /vetting speaking orders, guidelines, notices, documents, contracts, letters, legislation etc. in coordination with Bank's client departments and external advocates.</li> <li>4. Attend meetings/ seminars/ hold discussions on behalf of the Bank with Legal Advisor with the higher management of the Bank or Government Authorities, Foreign Agencies / delegates pertaining to the legal issues/ contracts and policies of the Bank.</li> <li>5. Interact with counterparts as and when required in commercial Banks with a view to discuss their problems and render legal advice and guidance from a supervisory and regulatory perspective.</li> <li>6. Appear before the Court and various other fora on behalf of the Bank where necessary.</li> </ol>	
<b>Legal Officers (OG-2)</b>	
The responsibilities of incumbent will include but not limited to the following:	
<ol style="list-style-type: none"> <li>1. Coordinate with different departments of the Bank and its subsidiaries to facilitate legal advice/ opinion on the issues pertaining to general operations of the Bank.</li> <li>2. Draft /vet speaking orders, guidelines, notices documents, contracts, letters etc. in coordination with Bank's client departments and external advocates.</li> <li>3. Deal with legal issues in a timely and professional manner such that dependence on outside counsel is minimized.</li> <li>4. Appear before the Court and other fora on behalf of the Bank where necessary.</li> </ol>	
<b>Eligibility Criteria</b>	
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ LLB/Postgraduate degree from HEC recognized university or Degree in Law from a reputable Foreign University. Candidates having additional high qualification/certifications will be preferred.</li> </ul>
<b>Age:</b>	<ul style="list-style-type: none"> <li>▪ Maximum 35 and 31 years for OG-3 &amp; OG-2 positions respectively. Relaxation may be allowed in case of highly qualified or more experienced candidates.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Must have at least 06 and 03 years of post qualification experience for OG-3 &amp; OG-2 positions respectively in relevant field/ legal affairs. Relaxation may be allowed in case of relevant and more experienced candidates having worked in comparable organization.</li> <li>▪ Must be able to coordinate with external lawyers and appear before the court/ other fora.</li> <li>▪ Incumbent must possess valid license to practice as Advocate preferably of the high court.</li> </ul>
<b>Assessment Test &amp; Panel Interview</b>	<ul style="list-style-type: none"> <li>▪ Shortlisted applicants meeting above eligibility criteria will undergo assessment test.</li> <li>▪ Qualified candidates of assessment test will be invited to appear for panel interview.</li> </ul>
<b>Compensation Package</b>	<ul style="list-style-type: none"> <li>▪ Competitive compensation and benefits package, within approved salary scales of OG-3 and OG-2 respectively, commensurate with experience and qualifications of the candidate, as per Bank's rules.</li> </ul>
<b>Application Procedure:</b>	
Interested Pakistani Nationals meeting the above mentioned eligibility criteria for the position may send their detailed CVs along with covering letter, experience certificates, copies of educational documents, CNIC and a recent Photograph addressed to the Senior Joint Director, Human Resources Department, State Bank of Pakistan, 10th Floor, SBP Main Building, I.I. Chundrigar Road, Karachi-74000 latest by November 16, 2015. Please clearly mark the envelope with the position applied for. Only short listed candidates will be contacted.	

*Misinformation and any attempt to influence the selection process will be considered a definite disqualification for current as well as for all future recruitments in the Bank, even if the candidate is otherwise qualified.*