

VACANCY ANNOUNCEMENT

Position: Junior Associate
Duration: Long-term
Remuneration Type: Lump-sum Monthly Salary
Reporting to: Founding Partner
Career Growth: Fast-track entry to Associate position with prospects of becoming Associate Partner
Joining Date: 1 October 2012 (latest)

Key Roles:

Professional Work:

- Assist the Founding Partner in legal work in the areas of practice of the firm by carrying out the assignments delegated to him/her.

Knowledge Management and Development:

- Assist the Founding Partner in the management and development of legal knowledge;
- Contribute towards designing, building and implementing frameworks and systems for legal knowledge management in the firm;
- Carry out legal knowledge management and development assignments; and
- Organize legal knowledge management and development activities in the firm.

Range of Work:

The range of work likely to be handled, from time to time, covers:

Legal Research	Visits to Clients' Offices
Preparation of Facts Sheets	Communication with Clients
Preparation of Memoranda of Law	Files and Transaction Management
Drafting and Reviewing Agreements	Drafting of Legal Documents
Drafting Legal Opinions	Preparation/Filing of Government Forms
Developing Presentations on Legal Topics	

Relevant Areas of Practice:

- The relevant areas of practice for this position are:

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Foreign Direct Investments	Corporate Governance
Private Equity	Directors' Duties
Joint Ventures	Corporate Planning and Structure
Mergers, Acquisitions and Takeovers	Competition
Shareholder Agreements and Rights	Commercial Contracts
Sale and Purchase of Business Assets	Legal Audits
Development of Frameworks/Policies	Arbitration, Mediation and Negotiations

Main Responsibilities:

Professional Work

- To familiarize himself/herself with the law library, research tools and knowledge management systems of the firm, and generate drafts of agreements, opinions, documents, and correspondence, for review, discussion and finalization with the Founding Partner.
- To liaison with the clients, in consultation with the Founding Partner; to obtain all necessary and important information and documents relevant to the assignment; to prepare accurate, reliable and user-friendly facts sheets after collection and thorough examination of all documents and information.
- To carry out up-to-date, focused, extensive and comprehensive legal research to assist the Founding Partner, and present the same, verbally or in writing, in a clear, concise, and well-structured manner.
- To prepare clear, concise and well-structured memoranda of law and/or PowerPoint presentations, on any given proposition, for the assistance of the Founding Partner.
- To liaison, if required, with relevant regulatory bodies or government departments on behalf of the clients in terms of correspondence and visits, when so instructed by the Founding Partner.
- To take minutes and ensure follow-up of client and/or team meetings.
- To do proof reading, editing, and corrections of legal documents.
- To discuss and finalize, with the Partner, the quality objectives and timeline for the legal work delegated to him/her, and carry out the assigned work in accordance with quality objectives and timeline.

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Knowledge Management and Development

- To assist the Founding Partner in organizing professional work done by MJLA and improving knowledge management systems of MJLA.
- To assist the Founding Partner in research, analysis, editing, proofreading, preparing and writing memorandums, precedents, case studies, discussion papers, notes, reports, presentations, and articles, on themes and topics relating to the areas of practice of the firm.
- To carry out topic-focused methodical and meticulous research in/of statutes, rules/regulations, law reports, legal journals, academic/practitioner books and professional work done by MJLA.
- To work on drafts of memorandums, precedents, case studies, discussion papers, reports, presentations, and articles with the Founding Partner.
- To discuss and finalize, with the Founding Partner, the quality objectives and timeline for the legal knowledge management or development work delegated to him/her, and carry out the assigned work in accordance with quality objectives and timeline.

General

- To ensure that all files assigned to him/her are maintained, numbered, up-to-date, and safely kept in good condition; and all communications with the clients are duly recorded in the relevant file.
- To provide punctual, error-free, and reliable professional assistance and support to the Partner, as and when required.

Desired Qualifications:

Barrister, Solicitor or LLM with significant coursework or demonstrated interest in corporate/commercial law, legal risk management, and/or Alternative Dispute Resolution.

Required Skills/Capabilities:

Personal skills: Multi-tasking; time management; diligence and perseverance; highly evolved ability to articulate well-reasoned viewpoint; drive to perform as part of a team of professionals and experts.

Thinking skills: Methodical and structured thinking; clear and practical approach to analyze complex situations and develop innovative solutions.

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Interpersonal skills: Confident and persuasive in presentation; ability to forge strong relationships based on trust and integrity; resilience and strong self-belief; team-player.

Motivational qualities: high levels of energy and enthusiasm; ability to shoulder responsibility and work under tight deadlines; desire to constantly learn and improve to achieve highest levels of excellence; principle-centered approach to achieving practical results.

Application Details:

Kindly send your CV and a photograph along with a covering letter by email to:

Mujtaba Jamal Law Associates (MJLA)

Email: careers@mjla.com.pk

Website: www.mjla.com.pk

Phone: +92 (42) 35778700-02

Deadline:

30 June 2012

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