

## **VACANCY ANNOUNCEMENT**

<b>Position:</b>	<b><u>Trainee Lawyer</u></b>
<b>Duration:</b>	3 Months (renewable)
<b>Remuneration Type:</b>	Lump-sum Monthly Salary
<b>Reporting to:</b>	Founding Partner
<b>Joining Date:</b>	1 October 2012 (latest)

### **Key Roles:**

- 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;
- Participate in legal knowledge management and development assignments;
- Support legal knowledge management and development activities in the firm;
- Produce intelligent, comprehensive, reliable and accurate work, within agreed timelines.

### **Key Responsibilities:**

- To familiarize himself/herself with the law library, research tools and knowledge management systems of the firm.
- To assist the Founding Partner in organizing professional work done by MJLA and improving knowledge management system 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 organize the research in a coherent structure and write accurate summaries of the findings.

***MJLA values learning, hard-work, punctuality, responsible behavior, integrity, initiative and drive, teamwork, and results, and considers them as necessary ingredients of a long-term career with us.***

- To prepare clear, concise and well-structured memorandums and/or PowerPoint presentations, on any given proposition, for the assistance of the Founding Partner.
- 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.
- To ensure that all files assigned to him/her are maintained, numbered, up-to-date, and safely kept in good condition; and all instructions of the Founding Partner are duly recorded in the relevant file.
- To provide punctual, error-free, and reliable professional assistance and support to the Founding Partner, as and when required.

**Desired Qualifications:**

Law graduates with First/Upper Second Division including in corporate and commercial law subjects and English; demonstrated interest in research and drafting.

**Required Skills/Capabilities:**

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

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

**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 high levels of excellence; principle-centered approach to achieving practical results.

*MJLA values learning, hard-work, punctuality, responsible behavior, integrity, initiative and drive, teamwork, and results, and considers them as necessary ingredients of a long-term career with us.*

**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](mailto:careers@mjla.com.pk)

Website: [www.mjla.com.pk](http://www.mjla.com.pk)

Phone: +92 (42) 35778700-02

**Deadline:**

30 June 2012

\*\*\*\*\*

*MJLA values learning, hard-work, punctuality, responsible behavior, integrity, initiative and drive, teamwork, and results, and considers them as necessary ingredients of a long-term career with us.*