



Job Description

Position Title	General Counsel and University Secretary
Job Grade	
Department	Office of the President
Reporting To	President
Date	January 2016
Type of Position	Full Time

POSITION DESCRIPTION

The position of General Counsel and University Secretary will report to and advise the President on legal matters relating to Habib University. The responsibilities will include overseeing and identifying legal issues in all departments within Habib University, and their interrelation. The incumbent will also be the administrative liaison point for Habib University with the Board of Governors, arranging and providing notice of meetings as well as other matters.

DUTIES AND RESPONSIBILITIES

- ✓ Serve as a resource for informed decision-making and creative problem-solving to facilitate Habib University's pursuit of its mission of teaching, research and service;
- ✓ Provide expert and strategic legal advice to management;
- ✓ Anticipate issues and estimate risks strategically;
- ✓ Represent Habib University as legal representative in judicial and governmental proceedings by advocating and defending its interests; facilitating communications where appropriate in the context of legal matters;
- ✓ Develop and maintain legal policies which are simple, easy to follow and quick to implement, ensuring necessary compliance and ethical conduct;
- ✓ Monitor Habib University's legal compliance with all governmental and accreditation bodies;
- ✓ Serve as the focal person for all legal interaction;
- ✓ Prepare, review and negotiate company contracts and other legal documents;
- ✓ Support effective University governance.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Postgraduate degree minimum in relevant discipline
Required Experience	✓ 5-7 years of relevant experience ✓ Experience in a higher education institution will be an added asset ✓ Ability to develop legal strategy and objectives

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Organizational skills	High
2.	Communication skills	High
3.	Interpersonal skills	High
4.	Networking skills	High
5.	Professional ethics and integrity	High
6.	Keen judgment	High

Interested applicants can send in PDF copies of a cover letter and their CV to recruitment@habib.edu.pk