

C-Level Legal, Compliance, Corporate Affairs Role!
Apply now!



Our client, Gas & Oil Pakistan Limited (GO) is seeking exceptional leader to spearhead its Legal & Compliance Function along with the role of Company Secretary

Chief of Legal & Compliance and Company Secretary

Position Description:

- Serve as the primary liaison between the company and external regulatory bodies, including OGRA, SECP, the State Bank of Pakistan, and other government entities, fostering cooperative relationships to address compliance and regulatory concerns effectively.
- Oversee and ensure compliance with all relevant local and international laws, regulations, and standards, including those specific to the Oil and Gas sector, environmental protection, anti-corruption, anti-bribery, and anti-money laundering.
- Develop and implement comprehensive strategies to align corporate practices with legal and regulatory requirements, ensuring adherence to industry standards and minimizing legal risks.
- Lead drafting, review, and negotiation of complex legal agreements, including joint ventures, supply contracts, and shareholder agreements, while ensuring enforceability and risk minimization.
- Manage all litigation and disputes, collaborating with external legal counsel as needed, and represent the company in legal forums and regulatory inquiries.
- Advise senior management and the board on corporate, commercial, and operational legal matters, ensuring effective corporate governance practices and alignment with shareholder expectations.
- Facilitate board meetings and prepare necessary legal documentation, including agendas, minutes, and statutory filings, while maintaining and updating the company's statutory registers and records.
- Oversee the filing of all statutory documents with relevant authorities and ensure compliance with corporate laws, data protection laws, and industry-specific regulations.
- Represent the company at regulatory forums, industry conferences, and in dealings with government and private entities, advocating for best practices in compliance and corporate governance.
- Assist in the preparation of the company's annual reports and other corporate communications, ensuring transparency and adherence to legal and regulatory obligations.
- Conduct regular training and awareness sessions to foster a solid understanding and working knowledge of legal principles and policies among employees and stakeholders.

Key Requirements:

- Bachelors in Law or Business Administration from a recognized institution; a specialization in corporate law is preferred.
- Corporate Governance certification from a recognized institution is a plus
- Minimum 15–20 years of experience in Corporate Law & Governance, Secretarial Affairs and Litigation including 5 years on a senior management role preferably in the oil and gas sector.
- Expertise in handling legal and regulatory issues in Pakistan
- Experience working with multinational corporations or foreign shareholders

Interested candidates meeting the requirements of the role can apply at:

<https://www.affco.com.pk/Recruitment>

- Deadline for submission of applications is **December 29, 2024**
- The position is based in **Lahore** and offers a market competitive salary and benefits package
- Only shortlisted candidates will be called for interviews



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