


Job Description

	<u>Chief Legal Officer (CLO)</u>
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Level / pay Scale	C-Level / SEP-II	Department / Location	Legal & Contracts / HO Sukkur
Reports to	CEO	Supervises	Manager (Legal) Manager (Drafting /Contracts)

Purpose

The Chief Legal Officer (CLO) is a senior executive responsible for overseeing all legal affairs and providing strategic legal counsel to the organization. The CLO ensures that the company operates within the bounds of the law, protects its legal interests, and mitigates legal risks. The CLO lead the legal department, manage external legal counsel, and advise senior management and the board of directors on legal matters impacting the organization's business operations and objectives.

Responsibilities

- Develop and lead corporate legal strategy to promote and protect SEPCO's interests.
- Ensure compliance with applicable laws, regulations, and industry standards governing the organization's operations, products, and services.
- Monitor changes in laws and regulations that may impact the organization and advise senior management on compliance requirements and implications.
- Oversee the drafting, negotiation, and review of contracts, agreements, and legal documents to protect the organization's interests and minimize legal risks.
- Develop contract management policies, processes, and templates to standardize contract practices and improve efficiency.
- Manage legal disputes, claims, and litigation involving the organization, including commercial disputes, regulatory investigations, and employment-related matters.
- Develop litigation strategies, engage external counsel as needed, and represent the organization's interests in legal proceedings.
- Ensure compliance with corporate governance requirements and best practices, including board governance, shareholder relations, and regulatory filings.
- Advise the board of directors and senior management on corporate governance matters, fiduciary duties, and legal obligations.
- Identify, assess, and mitigate legal risks and liabilities associated with business activities, transactions, and strategic initiatives.

- Develop risk management policies, procedures, and controls to minimize legal exposure and protect the organization's assets and reputation.
- Ensure compliance with industry-specific regulations, licensing requirements, and regulatory obligations relevant to the organization's business operations.
- Monitor regulatory developments, engage with regulatory authorities, and implement compliance programs to address regulatory risks and obligations.
- Provide legal support and guidance for corporate transactions, including mergers and acquisitions, joint ventures, divestitures, and strategic alliances.
- Conduct due diligence, negotiate transaction agreements, and advise on legal issues related to deal structuring, financing, and integration.
- Promote ethical conduct and corporate responsibility throughout the organization by developing and implementing ethics policies, training programs, and whistleblower procedures.
- Pursue the legal cases before the Courts of competent jurisdiction and defend/argue the same where necessary.
- Manage SEPCO's team of lawyers and legal staff to perform their duties as per the letter and spirit of the law to achieve the goals of SEPCO.
- Guide the BOD, CEO and other senior corporate officers on a variety of issues including labour and industrial relations from a legal point of view.
- Impart legal opinion desired by different directorates of the Company for reaching an informed decision regarding implications and consequences.

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Developing and retaining people.
- Compliance to all laws and regulations applicable to SEPCO.
- Developing SEPCO legal systems and practices.

Knowledge & Skills

- Leadership
- Planning and Organizing
- Teamwork and Collaboration
- Decision Making and Problem Solving
- Relationship Management
- Broad knowledge of Business Processes
- Thorough knowledge of laws and regulations relevant to the electricity distribution sector
- In-depth knowledge of market / industry trends from legal perspective
- In-depth knowledge of legal affairs