



Job Descriptions for Consultant Legal:

1. Provide legal advice and guidance on HR policies and procedures, ensuring compliance with employment laws and regulations.
2. Review and draft employment contracts, offer letters, and other HR-related documents.
3. Advise on employee relations matters, including disciplinary actions, grievances, and terminations.
4. Assist in developing and implementing HR policies and practices to promote a positive work environment and compliance with employment laws.
5. Conduct legal research on HR-related issues and stay updated on changes in labor laws and regulations.
6. Provide legal support and guidance on employee benefits, including health insurance, retirement plans, and leave policies.
7. Assist in conducting internal investigations into complaints of harassment, discrimination, or misconduct.
8. Advise on immigration matters related to the hiring and retention of foreign employees.
9. Draft and review vendor contracts, including those related to imports and exports.
10. Provide legal guidance on international trade regulations, including customs compliance and export control laws.
11. Review and negotiate transportation and logistics contracts for imports and exports.
12. Advise on intellectual property matters, including trademarks, patents, and copyrights, related to exports and imports.
13. Assist in resolving disputes with customers, suppliers, or government agencies related to exports and imports.
14. Stay updated on international trade agreements, tariff regulations, and trade sanctions.
15. Provide legal support for contract negotiations and agreements with international partners.
16. Conduct due diligence on potential business partners and advise on legal risks associated with international business transactions.
17. Assist in resolving legal disputes and litigation related to HR matters and exports and imports.
18. Offer training and educational programs for employees on legal compliance and best practices in HR and international trade.
19. Assist in maintaining and updating legal documents, contracts, and policies for the HR department and export/import activities.
20. Collaborate with other departments and external legal counsel to ensure legal compliance and minimize potential risks

(Jinsar Ali Bhatti)

Assistant Director (Estt)

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