

DIRECTORATE GENERAL (PETROLEUM CONCESSIONS)

TERMS OR REFERENCE FOR THE POSITION OF LEGAL ADVISOR

Position Information

Designation: **LEGAL ADVISOR**

Department: Directorate General of Petroleum Concessions

Reporting Line: Director General (Petroleum Concessions)

Purpose:

Primary Task: The Legal Advisor will be responsible for the provision of legal advice and services to the Directorate General of Petroleum Concessions across the full range of organizational activities and will act as the focal point to the E & P industry on behalf of the regulator on a range of legal matters. This will involve a high level of engagement with a range of stakeholders at a variety of levels, including liaison with all exploration and production companies and Federal & Provincial Governments. The Legal Advisor will assist Directorate General (Petroleum Concessions) in reviewing, drafting contracts and agreements with exploration and production companies. Assisting and providing legal opinions as and when required. To coordinate and appear before the judicial forums in the Supreme Court, respective High Courts and Civil Courts on behalf of DGPC and Federation through Secretary, Petroleum Division, Ministry of Energy

Core Content & Deliverables

Functional outputs required (Assistance as per the Reporting Line) including but not limited to the following activities:

- Provide regular review and advice with respect to applicable legislation regulating the petroleum sector in the grant of various petroleum licenses / leases etc.
- Provide expert legal advice relating to Concession Documents, and regulatory matters.
- Drafting and negotiating various upstream contracts relating to exploration and production of hydrocarbons.
- Prepare legal opinions and legal briefings to the Director General (Petroleum Concession).
- Monitor the compliance of licensees and exemption holders with the provisions of their Licenses and Exemptions.
- Alert relevant sections of the Authority to actual or potential breaches to the Sector law and/or Licenses or License Exemptions or any other applicable law or regulation.
- Prepare submissions to and supervise the Authority's representations in Pakistani Courts / International Courts and/or arbitration panels or for any other litigation procedures involving the Directorate.

- Prepare draft regulations, decisions, determinations and other legal documents.
- Participate in incident investigations, audits and any other investigations undertaken by the Directorate, assist in preparing investigation reports and follow-up relevant procedures.
- Assist in the development and mentoring of junior legal staff of the Directorate.
- Analyze and present information and draft materials from the legal point of view in a clear and logical manner including drafting of petitions, suits, etc and written replies/ comments for filing before the judicial forums in response to cases filed against the DGPC/Federation.
- Coordinate and Appear before the judicial forums i.e. Supreme Court, respective High Courts and civil courts in Pakistan on behalf of DGPC and Federation
- Put up cases on relevant files
- Contribute to team effort by accomplishing related results as needed.
- Assist the sections of DGPC on all legal issues.
- To possess a general knowledge of the arbitration process under the Arbitration Act, 1940 with strong knowledge of international arbitration mechanisms.
- Any other matters referred by the Director General (Petroleum Concessions) and/or the Members of the Directorate.

Additional Skills / Responsibilities:

- Communication skills
- Reporting / Writing skills
- Productivity
- Confidentiality
- Documentation skills
- Problem solving
- Comply with all regulatory, environmental and safety rules and standards, as well as statutory policies.
- Relying on experience and judgment to plan and accomplish goals.
- Performing all job duties in a safe and efficient manner.
- Adhering to all Directorate's policies and procedures.
- Performing other functions/duties as required.

- Maintain confidentiality of all data under the Federal Government's custody.

Qualification

Minimum Master's Degree in Law from any HEC recognize institute / university / college. Foreign qualification in Petroleum Laws, Policy and Contracts will be preferred.

Experience:

- A strong professional background with a minimum of 05 years post qualification relevant experience in the upstream petroleum sector, and overall 10 years experience with a law firm and/or a major industrial group or in any Government/corporate/autonomous/semi-autonomous bodies in the energy sector.
- Experience in successfully contesting before International Arbitration Courts / Tribunals etc. will be a plus
- Sound in-depth and practical knowledge and understanding of all Pakistan Petroleum Exploration and Production laws, policies, and relevant contracts e.g. Petroleum Concessions Agreements, Joint Operating Agreements, Production Sharing Agreements, and Joint Venture Agreements.
- General knowledge and understanding of the constitutional jurisdiction of the High Courts, civil procedure, evidence, local arbitration laws and the international arbitration laws and rules.
- Familiarity with potential oil and gas disputes and emerging industry issues and methods commonly employed for their efficient and expeditious resolution.
