

ToRs FOR THE POST OF LEGAL ADVISOR (MP-I SCALE)

The Ministry of Foreign Affairs intends to hire the services of a dedicated legal professional in the capacity of Legal Advisor.

Criteria/Minimum Requirements

A. Education:

Ph.D or Master of Laws from a university recognized by HEC or abroad.

B. Field of Expertise:

- i. Minimum 07 Year of relevant professional experience if the educational qualification is Ph.D; and
- ii. Minimum 09 Year of relevant professional experience if the educational qualification is Master's.

C. Age

The maximum age limit is 62 years as on the closing date of application submission.

D. Duration:

Appointment of the Legal Advisor shall initially be made for a period of three (03) years, further extendable for a period of maximum two (02) years on annual basis subject to satisfactory performance.

E. Disqualification

No person shall be eligible for appointment as Legal Advisor who:

- i. Has been removed from Government service or from an MP Scale Position due to unsatisfactory performance or on account of moral and financial turpitude.
- ii. Either at the time of appointment as Legal Advisor or thereafter during such appointment was not or is not a citizen of Pakistan.

F. Manner of Appointment:

- i. The appointment shall be made as per prescribed procedure for appointment in MP-I Scale Position:
- ii. The vacancy of the Legal Advisor shall be uploaded on the website of the Ministry of Foreign Affairs and also advertised in at least two national leading newspapers of nation-wide circulation:
- iii. A Scrutiny Committee shall be constituted with the approval of Secretary, Ministry of Foreign Affairs, for scrutinizing applications on the basis of advertised criteria; and
- iv. The Selection Committee, after conducting the interviews, shall recommend to the Appointing Authority, a panel of minimum three (03) suitable candidates, in order of merit, for appointment against the position.

G. Job Description:

The Legal Advisor will, but not limited to, perform the following tasks:

a) Matters Relating to International Law:

- i. All cases relating to Public and Private International Law.
- ii. Render opinion on legal issues dealing with all international and regional organizations such as IOMAC, AALCO, UNIDROIT, OIC, SAARC, ECO, UNCITRAL, UNCLOS, International Law Commission etc.
- iii. Vetting of agreements, MOUs, Protocols and Treaties entered into by Pakistan with foreign countries.
- iv. Matters related to territorial disputes and international boundary issues.
- v. All issues relating to Law of Sea, International River Laws.
- vi. Diplomatic/Consular immunities of our Missions abroad etc.
- vii. Render opinions on matters arising out of contracts entered into by our Missions abroad with locals & other entities.
- viii. Accompany Pakistan's delegations in bilateral/multilateral meetings and international conferences as and when required.

b) Matters Relating to Common Jurisdiction:

- i. Matters of detention of foreigners under the Foreigners Act, 1946 and matters related to foreign prisoners etc.
- ii. Federal disputes in which the Ministry is required to be represented.
- iii. Matters referred to by our Missions abroad on matters of adoption, divorce, marriage, inheritance, nationality, maintenance etc.
- iv. Vetting of reports received from territorial desks & administration based on facts (generally desired by HR Cell of Supreme Court of Pakistan etc.)

c) Matters Relating to Local/Domestic Law:

- i. Supervise the preparation, vetting of parawise comments in all court cases in Pakistan.
- ii. Ensure that all court cases are properly contested through appearance in person (or through DLA) in all courts/judicial forums.

The Legal Advisor will work in the Legal Division of the Ministry of Foreign Affairs, under the supervision of the Special/Additional Secretary (Legal/Parliamentary Affairs).

H. Pay Package:

The Legal Advisor shall receive the pay package of MP-I Scale in accordance with the Management Position Scales Policy 2020.

I. Leave:

The Legal Advisor shall earn leave in accordance with the Management Position Scales Policy.

J. Appointment of Civil Servant in MP Scales:

The terms & conditions as contained in Ministry of Finance's OM F.No.4(9)R-14/2024, dated July 01, 2025 will be applicable to Civil Servants joining the position of Legal Adviser (MP Scales) in the Ministry of Foreign Affairs.

K. Conflict of Interest:

The candidate being employed as Legal Adviser shall submit to the government an affidavit declaring his/her non-involvement in any other relevant business/job which may tantamount to the conflict of interest.

L. Termination of Contract:

The contract of Legal Advisor may be terminated on completion of tenure or by giving one month's advance notice by either side. In case of notice by the concerned Ministry/Division, it shall be after the approval of the Appointing Authority.

M. Monitoring and Evaluation:

The performance of the Legal Advisor shall be monitored by the Special/Additional Secretary of the Legal Division.

N. Applicability of Other Rules:

In respect of matters not specified here, the law, rules, policies, etc, applicable to the corresponding level of Civil Servants shall be applicable.
