

## Deputy Manager - Legal Services

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Company: Sui Southern Gas Company Limited

Location: Karachi Division

Category: legal

Master with minimum 2 years of experience or Bachelors with at least 4 years of experience from HEC (Higher Education Commission) recognized university.LLB with 3 years of experience and 1 year of Bar Enrollment. Responsibilities: Review the complaints and seek information from the relevant departments on the particular issue.Check with the internal stakeholders on the adequacy of the response.Review the complaints and seek information from the relevant departments on the particular issue.Check with the internal stakeholders on the adequacy of the response.Resolve complaints / issues and provide relief by carrying out independent investigations, where required with regards to the case/complaint against SSGC.Maintain effective working relationship with the officials of Wafaqi Mohtasib office in order to obtain copies of documents, filing of suits or other documents and the smooth execution of procedural formalities.Uphold laws, rules and regulations while investigating complaints and help parties reach a mutually beneficial solution.In cases where the parties are unable to reach agreement, the incumbent should be able to put forward recommendations to superiors for a conclusion. Prepare a periodic status of the pending and closed Wafaqi Mohtasib cases and submit the progress to the management.Identify trends in receiving complaints received through Wafaqi Mohtasib office and highlight it to the management for corrective actions so that the frequency / type of similar complaints may be reduced.Identify and assess risks under their management/ownership.Develop and implement risk response strategies for the risks under their management.Monitor risks and response strategies under their management.Ensure the accuracy and timeliness of information provided for risk reporting.Perform any other task

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