

**Position Title:** Legal Expert

## **About PILAP**

Public Interest Law Association of Pakistan (PILAP) is a non-partisan, non-profit platform dedicated to protecting fundamental rights, promoting the rule of law, and strengthening democratic accountability in Pakistan. It brings together citizens, lawyers, activists, and professionals to champion issues of public interest through legal interventions, civic engagement, and strategic advocacy.

Through campaigns, legal action, and partnerships, PILAP works to ensure that every citizen's voice is heard, rights are safeguarded, and institutions remain accountable. Inspired by global civil liberties organizations but rooted firmly in Pakistan's context, PILAP serves as a bridge between the legal system and the people, empowering society to demand justice and equality.

## **Job Description**

The Legal Expert will provide legal expertise and support to the Chairman/CEO and Executive Committee, ensuring PILAP's legal and advocacy work is effectively managed. The role includes preparing and filing cases, coordinating with external lawyers, maintaining organizational records, and supporting advocacy initiatives.

## **Key Responsibilities**

- **Legal Affairs:** Provide legal advice to the Chairman/CEO and Executive Committee; select, prepare, and file cases in suitable courts; and coordinate with lawyers engaged by PILAP.
- **Reporting:** Keep the Chairman/CEO, Executive Committee, and engaged lawyers informed on case research, filings, proceedings, and outcomes.
- **Social Media:** Work with the communications team to plan and deliver content that highlights PILAP's legal and advocacy work across digital platforms.
- **Monitoring and Preparation:** Develop and maintain a calendar to track advocacy initiatives, Right to Information (RTI) efforts, and social media activities.
- **Memorandum and Rules of Association:** Maintain records of the Memorandum and Rules of Association, including revisions, approvals, and historical changes endorsed by the Executive Committee/AGM.

## **Education and Experience Requirements**

- LLB or LLM from a recognized institution.
- Two to three years of relevant professional experience, preferably in litigation, legal research, or non-profit work.
- Familiarity with advocacy and public interest litigation will be an advantage.

### **Critical Skills**

- Strong legal research, drafting, and case preparation skills.
- Excellent communication skills in English and Urdu.
- Ability to engage effectively with stakeholders, including lawyers, committees, and external partners.
- Strong organizational and time management skills.
- Capacity to work independently and collaboratively within a team.

### **Location**

This is a remote position, open to candidates based in Islamabad, Lahore, or Karachi. Depending on organizational requirements, the selected candidate may be asked to attend in-person meetings at the office in their respective city.

### **Application Process**

Interested candidates must apply through this [application form](#). The form requires uploading both a CV and a cover letter explaining suitability for the role. All fields are mandatory.

**Note:** Interviews will be conducted on a rolling basis.