



## **LEGAL RESEARCH ASSOCIATE - JOB DESCRIPTION**

### **POSITION (FULL-TIME):**

Manzil Pakistan has an opportunity available for the position of **LEGAL RESEARCH ASSOCIATE**. The researcher will assist Manzil Pakistan team in carrying out research and managing projects related to law and alike in nature.

### **ORGANIZATION BACKGROUND:**

Manzil Pakistan is a national non-profit think tank dedicated to developing and advocating public policy that contributes to the development of Pakistan. Our aim is to shape Pakistan to a country where policies on decisions of national interest are driven by non-partisan strategic thinking and implemented through consensus in the best interest of the people of Pakistan. We take pride in providing a platform for debate on public policy for all stakeholders; civil society, academia, public and the government. Currently Manzil Pakistan has resources dedicated on promoting good governance, law and justice and education.

### **DUTIES & RESPONSIBILITIES:**

As a legal research assistant/associate, you'd be required to:

- Assist Manzil Pakistan team in assessment of projects, processes and reporting under the ambit of law and justice;
- Carry out research on matters concerning/governing laws and legal practices;
- Make use of law library and relevant internet resources to determine information relevant to court cases, hearings, depositions, and legal meetings;
- Make suggestions and recommendations to the higher management at Manzil Pakistan for undertaking projects, processes and reporting related to law and legal research;
- Utilize relevant law forums to collect information for law and policy evaluation purpose;
- Visit apex courts to gather information required for research purpose;
- Maintain coordination with internal and external researchers, lawyers and significant stakeholders for project purpose or otherwise;



**SKILLS & ABILITIES:**

- Knowledge and understanding of basic research methods;
- Strong command over law/legal terminologies;
- Knowledge and awareness of common national as well as international legal practices;
- Excellent communication and interpersonal skills;
- Organized and detail-oriented;
- Must be interest in primary as well as secondary research;
- Must be able to work independently and within a team;

**EDUCATION & EXPERIENCE:**

Candidate must be a graduate with minimum LLB degree and at least 2-3 years of experience practicing law or legal research. Interested candidates can send their resume at [info@manzilpakistan.org](mailto:info@manzilpakistan.org)