

Position Title: Litigation Advocate

Location of Work Station: Karachi, Sukkur, Larkana, Khairpur, Dadu, Sanghar, Badin, Jacobabad and Hyderabad,

Type of Job: Contractual

Reporting to: Program Supervisor

POSITION SUMMARY:

The Litigation advocate holds the key position in the organization as he/ she is the face of the organization and in most cases is the first point of contact of all beneficiaries seeking legal representation and legal aid related services. The Litigation advocate will be entrusted with cases before courts and will proceed with them for the benefit of the client being represented. He/she is expected to proceed with diligence, commitment and conscientiousness in order to promote the objective of promoting access to justice. The position will conduct regular jail visits/field visits under the guidance and lead of the section incharge and shall be responsible for maintaining daily records and diaries and compiling quarterly, monthly and bi monthly reports of the progress of their cases.

DUTIES AND RESPONSIBILITIES:

The Litigation advocate will be responsible for performing the following duties **but shall not be limited to:**

- Follow the established litigation checklists to ensure that all necessary case information is accurately documented, updated, and maintained.
- Prepare and maintain complete case files, including challan copies, certified copies, and other supporting documents, ensuring that all records are properly organized and available for verification.
- Prepare monthly and quarterly reports in compliance with timelines
- Conducting regular jail visits/field visits as per established rosters for visits
- Shall report to relevant courts on time to proceed with fixed cases,
- Maintain all files regarding the cases which are pending or have disposed off.
- Shall proceed with cases in close coordination with the Program Supervisor.
- Attend monthly meetings as instructed by the Program Supervisor.
- Shall submit disposal to the Litigation Assistant & Program Supervisor at the end of the month
- In case of emergency he/she shall intimate the Program Supervisor ahead of time so that cases can be adjusted.
- Shall be responsible for entering all data related to their cases on the data base, where available
- Update his/her cases on daily basis
- Provide guidance and advice to paralegals or legal assistants/involved in prosecuting or defending lawsuits.

EEO Statement:

Integrated into our shared values is CWP commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, color, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. CWP is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encouraged to strive to

reach their full potential. We believe in understanding and respecting differences among all people. Every individual at CWP has an ongoing responsibility to respect and support a diverse environment.

Protection Against Sexual Exploitation and Abuse:

CWP is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). CWP explicitly prohibits its staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defense);
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between CWP staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of CWP and are strongly discouraged.

REQUIREMENTS AND CORE COMPETENCIES

- Candidate must have good knowledge and experience of criminal and civil procedures and laws.
- Must be able to use Microsoft Word for drafting applications and record keeping related tasks.
- Minimum Qualification (BA and/or LLB, with second Class) preference will be given to Master Graduate.
- Minimum Experience will be of 2-3 years in related field.
- Required advanced level of English, reading, writing for drafting of various reports also knowledge of Sindhi and Urdu.
- Creative, energetic, ability to work independently with minimal supervision.
- Ability to work well in a team.
- Ability to network and liaise with the community
- Demonstrated flexibility, motivation, and maturity
- Willingness to work and live in harsh conditions
- Compassion for access to justice, serving disempowered segments in society and enforcement of fundamental rights of target audiences

APPLICATION PROCESS

- Interested candidates may send their updated CV at hr@cwpc.org.pk latest by **21st November, 2025**
- Post applied along with the city must be mentioned in the subject line. Late and incomplete applications will not be entertained.
- For more information, please visit our website www.cwpc.org.pk, or email us at hr@cwpc.org.pk
- Only short-listed candidates will be called for interview
- No TA/DA shall be admissible for appearing in the test/interview
- The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
- Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace
- Only Shortlisted candidates will be called for test & interview.