

Position Title: Program & Research Coordinator - Litigation

Location of Workstation: Head Office - FTC

Type of Job: Contractual Based Employment Contract

Organization: Legal Aid Society (LAS)

About the Organization

The Legal Aid Society (LAS) is a Not-For-Profit organization dedicated to ensuring accessible, effective, and expedient justice for marginalized and underprivileged communities across Pakistan. Founded in 2013 under the visionary leadership of Justice Nasir Aslam Zahid, a former Supreme Court Judge, LAS was born out of the belief that true social justice can only be achieved when people are empowered to understand and claim their legal rights.

What sets LAS apart is its holistic approach: we combine on-the-ground legal support with systemic reform efforts. From advocating for individuals facing injustice to reshaping the policies and institutions that govern them, we work at both the grassroots and policy levels. This bottom-up approach ensures that our impact is not only immediate but also long-lasting, transforming lives and the legal system alike.

By empowering communities and influencing national policy, LAS is driving meaningful change and making justice a reality for all.

POSITION SUMMARY

The Program & Research Coordinator – Litigation oversees programmatic, operational, and monitoring & evaluation aspects of litigation activities at Legal Aid Society, ensuring smooth coordination, managing data and reporting, contributing to visibility and donor engagement, while supporting strategic litigation goals without involving court representation or legal drafting.

Key Responsibilities:

1. Case Management System (CMS) & Tracking

- Maintain and regularly update the litigation case database and dashboards on the CMS to ensure accurate, real-time tracking of all litigation activities.
- Monitor the CMS to ensure it is running smoothly, addressing technical glitches or workflow gaps as they arise.
- Hold periodic coordination meetings with the IT department to propose enhancements, resolve CMS issues, and improve overall system functionality.

2. Reporting & Documentation

- Prepare and submit donor reports in a timely manner, ensuring full compliance with donor formats, indicators, and reporting timelines.
- Draft project-related documents for audits, internal reviews, donor assessments, and monitoring processes.
- Design and produce the quarterly LAS Litigation Newsletter, showcasing important findings, strategic litigation achievements, case progress, and success stories for stakeholders.

3. Cross-Departmental Liaison & Coordination

- Ensure all program-specific litigation requirements are being met and implemented according to project goals.
- Develop, monitor, and execute litigation work plans, ensuring that litigation activities remain aligned with overall programmatic objectives.

- Coordinate monthly and quarterly review meetings with legal teams to assess progress, identify bottlenecks, and ensure compliance with program and departmental requirements.
- Work closely with Program staff to integrate litigation needs into broader program activities and strategic planning.
- Coordinate with Finance on budgeting and reimbursements, with M&E on indicators and data requirements, and with Communications on visibility materials and content accuracy.
- Manage schedules, timelines, calendars, and the submission of compliance documents for the litigation team to ensure smooth and timely workflow.
- Act as the focal point for all litigation components during Legal Aid Camps, overseeing planning, logistics, budgeting, and on-ground execution.
- Ensure all project-specific litigation commitments are fulfilled within required timelines and quality standards.

4. Outreach & Visibility

- Draft and submit fortnightly litigation success stories to enhance external visibility of LAS's impact.
- Serve as the primary liaison between the litigation team and Communications for visibility materials, social media content, and public-facing updates.
- Regularly update litigation-related social media content, including contributions to the "Legal Lens" series.
- Prepare monthly litigation newsletter content for Communications, highlighting strategic litigation achievements, case analysis, and major developments.

5. High Court & Strategic Litigation Support

- Maintain an updated and organized record of all High Court strategic litigation cases, including progress tracking, documentation, and timelines.
- Provide research, coordination, and administrative support to the Litigation Manager for High Court strategic litigation, ensuring smooth case preparation and execution.

6. Additional Responsibilities

- Perform any additional tasks assigned by the Chief Executive Officer, Chief Legal Advisor, or Chairman related to litigation, programs, or research needs.

REQUIREMENTS AND CORE COMPETENCIES

Education: LLB

Experience: Must have 2 years of experience in project coordination, monitoring, or related roles; experience in stakeholder engagement preferred.

Skills: Strong organizational and attention to detail; Adequate understanding of law of Pakistan, Advanced research & drafting skills, advanced legal data reporting skills, communication and interpersonal skills; proficiency in Microsoft Office Suite and project management tools; familiarity with social media and digital communications Knowledge: Knowledge of monitoring and evaluation principles; data management practices; communications and dissemination strategies

Values: Commitment to diversity and equal opportunity; integrity; respect for confidentiality

Personal Attributes: Proactive; collaborative; adaptable; culturally sensitive; team-oriented

EEO Statement:

Integrated into our shared values is LAS's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age,

race, colour, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. LAS 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 LAS has an ongoing responsibility to respect and support a diverse environment.

Protection Against Sexual Exploitation and Abuse:

Legal Aid Society (LAS) is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). LAS 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 LAS staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of LAS and are strongly discouraged.

What We Offer

- An inclusive and collaborative work environment.
- Opportunities for professional growth and development.
- A chance to contribute meaningfully to social impact.

APPLICATION PROCESS:

Interested candidates may apply online latest by 14th January 2026.

In case of any query please email at **hr@las.org.pk**

Only Shortlisted candidates will be called for test & interview.

The organization reserves the right to reject any or all applications.

For further information please visit <http://www.las.org.pk>.