

# VACANCY NOTICE

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<b>POSITION</b>	<b>LEGAL &amp; COMPLIANCE MANAGER</b>
<b>LOCATION</b>	<b>LEMBAH BERINGIN, SELANGOR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

Legal and Compliance Manager will be responsible in managing legal, compliance and operational risk governance, policies and reporting to ensure consistent application across all departments and to keep up with the latest legal guidelines and policies in line with the business.

- To assist with the drafting and vetting of legal documents, including advising on the applicability of and compliance with laws and contract terms.
- To plan, evaluate and execute the legal strategy for all types of contracts (organization restructuring, novation, renegotiation, transfer and termination) and litigation upon finalising the approach with all stakeholders.
- To advise on compliance by the College with laws, regulations and contracts entered by the College.
- To liaise and work closely with lawyers and relevant authorities to ensure that all legal documents are complete, stamped and filed.
- To liaise and work closely with lawyers on all litigation and claim matters to ensure resolutions are in the best interest of the College. This includes preparing updates and briefs to instruct panel lawyers.
- To work with relevant division to prepare legal advice for business transactions, monetisation and any restructuring related exercise before communicating to stakeholders.
- To discuss and communicate with internal stakeholders on the legal strategy and approach to ensure concurrence and compliance.
- To monitor and update the business units as well as clients on changes to related laws, rules and regulations.
- To provide support with law and other researches on legal and compliance matters and their implications.
- To maintain current knowledge of changes in legislations and keep abreast of regulatory developments as well as evolving best practices in corporate governance. Keep informed on industry changes, trends and best practices and assess the potential impact of these changes on organizational processes.
- To assist with knowledge sharing initiatives on legal and compliance issues and best practices including identifying and researching topics, preparing contents etc.
- To assist with and manage license renewals process related to the College.
- To assist with and manage audit related matters (including MQA and MYQuest).
- Produce presentation slides, Board Papers, Management Papers for approval whenever necessary.

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## JOB REQUIREMENTS

- At least Bachelor's Degree in Law (LLB)
- At least 6 years of working experience in the related field
- Self-driven and self-starter who takes initiative and prioritize multiple projects under tight timelines.
- Excellent interpersonal and communication skills.
- Team player with a proactive can-do attitude.
- Possess good leadership, people and project management skills.
- Ability to give and receive positive and constructive feedback.
- Outstanding organizational and time-management skills.
- Committed and keeping confidentiality.