

## **Responsibilities:**

1. **Legal Strategy and Advisory**
  - Develop and implement legal strategies aligned with NMB Group goals, providing insights to the Management Team on legal risks and opportunities.
  - Advise the Board and Management Team on corporate governance, legal implications of business strategies, and significant regulatory changes.
2. **Compliance and Risk Management**
  - Establish and maintain effective compliance programs to ensure adherence to all applicable laws and regulations.
  - Identify, assess, and manage legal risks across the Group, implementing measures to mitigate them and protect the Group's interests.
3. **Contracts and Agreements Management**
  - Oversee the drafting, negotiation, and review of contracts, ensuring that all agreements align with Group standards and objectives.
  - Establish and manage processes for contract administration to support efficient and secure business operations.
4. **Litigation and Dispute Resolution**
  - Manage all legal disputes, including coordinating with external counsel, to defend the Group's position in litigation and arbitration proceedings.
  - Lead the development of strategies for dispute resolution to minimise legal exposure and ensure effective outcomes.
5. **Corporate Governance, Policy Oversight and Company Secretarial**
  - Provide oversight of corporate governance policies, ensuring compliance with governance standards and supporting the Board's fiduciary responsibilities.
  - Act as the primary liaison between the Board and Management Team, coordinating and documenting board meetings, agendas, minutes, and resolutions.
  - Ensure compliance with statutory and regulatory requirements, including filing annual returns, maintaining corporate records, and fulfilling reporting obligations to regulatory authorities.
  - Lead the development and implementation of legal and ethical policies, including conflicts of interest, anti-bribery, and whistleblowing.
6. **Team Leadership and Development**
  - Build and lead a high-performing Group Legal team, providing mentorship, training, and development to ensure legal expertise and effective succession planning.
  - Foster a culture of collaboration, ethical behaviour, and continuous improvement within Group Legal.
7. **Data Protection**
  - Safeguard the company's intellectual property by developing and managing IP protection strategies.
  - Oversee personal data privacy and advice on cybersecurity initiatives, ensuring compliance with relevant data protection regulations.

## **Qualification and Requirement:**

1. A recognised law degree with admission to the Bar.
2. At least 12 years of legal experience, including in-house counsel experience, ideally with a background in the technology or energy sector.
3. Proven expertise in corporate governance, contract negotiation, and risk management.
4. Must possess a good command of spoken and written Malay and English.

## **Preferred Skills:**

1. Familiar with Microsoft 365, SharePoint, Word, Excel and PowerPoint
2. Pleasant and having good interpersonal skills
3. Strong leadership skills with the ability to influence cross-functional teams and provide guidance at all organisational levels.