

Responsibilities:

Contract Drafting, Negotiation, and Risk Management:

1. Lead the drafting, review, and negotiation of high-value and complex contracts and legal documents across the NMB Group.
2. Conduct in-depth legal risk assessments on contractual terms and conditions and provide recommendations to mitigate risks.
3. Establish best practices for contract management and ensure compliance with evolving regulatory frameworks.
4. Support the Vice President - Legal in developing contract templates and standard operating procedures for contract negotiation and approval.

Strategic Legal Advisory and Risk Mitigation:

1. Provide expert legal advice and guidance to senior management on strategic corporate and operational matters, including regulatory compliance, governance, and risk management.
2. Lead the legal assessment of new business models, joint ventures, and partnerships to ensure alignment with applicable laws.
3. Conduct legal impact assessments on new policies and regulations affecting the Group's business activities and advise on necessary adjustments.
4. Oversee legal due diligence exercises for corporate transactions, investments, and strategic projects.

Litigation Management, Dispute Resolution, and External Counsel Liaison:

1. Take the lead in managing litigation and dispute resolution matters, ensuring effective legal strategies to protect the Group's interests.
2. Work closely with external legal counsel, regulators, and other stakeholders to oversee ongoing legal proceedings and ensure optimal legal outcomes.
3. Advise on alternative dispute resolution strategies, including arbitration and mediation, where applicable.
4. Maintain an up-to-date litigation database and prepare reports for management on the status of all cases.

Corporate Compliance and Regulatory Oversight:

1. Lead initiatives to enhance corporate governance and compliance across the NMB Group, ensuring adherence to all applicable laws, policies, and industry regulations.
2. Monitor and interpret changes in the legal and regulatory landscape, advising management on their implications for business operations.
3. Implement and oversee compliance programs, training sessions, and policies to mitigate legal and regulatory risks.
4. Support regulatory audits and engagements with authorities on compliance-related matters.

Legal Operations, Database, and Knowledge Management:

1. Oversee and enhance the legal contract management system to ensure efficient tracking of legal service requests, executed agreements, and legal documentation.
2. Lead the implementation of digital legal solutions for improved contract lifecycle management and legal analytics.
3. Develop and maintain a legal knowledge repository to ensure institutional learning and legal precedent tracking.
4. Ensure all agreements requiring stamping are processed through the STAMPS system in compliance with statutory requirements.

Leadership and Stakeholder Engagement:

1. Provide mentorship and guidance to junior legal associates, fostering their professional growth and legal acumen.
2. Act as a key liaison between Group Legal and internal business units to provide timely legal support and solutions.
3. Assist the Vice President - Legal in driving legal department initiatives, process improvements, and strategic planning.

Other Responsibilities:

1. Support company secretarial functions where required, ensuring compliance with statutory and regulatory obligations.
2. Undertake special legal projects and assignments as directed by the Vice President - Legal to support the Group's broader legal strategy.
3. Represent the Group Legal department in cross-functional committees or task forces as needed.

Qualification and Requirement:

1. LL.B from a recognised university; LL.M or certification in corporate law, compliance, or risk management is a plus.
2. At least 5 years of legal experience, including 2 years in-house or senior-level law firm exposure.
3. Called to the Malaysian Bar and in good standing.
4. Skilled in contract drafting, negotiation, and risk assessment for corporate and commercial deals.
5. Strong knowledge of Malaysian laws, including the Companies Act 2016, Contract Act 1950, PDPA 2010, and Employment Act 1955.
6. Experience in litigation and dispute resolution, including working with external legal counsel.
7. Familiar with regulatory compliance, corporate governance, and risk management, preferably in a corporate or GLC environment.
8. Proficient in Malay and English, with strong legal drafting skills.

Preferred Skills:

1. Proficient in Microsoft 365, SharePoint, Word, Excel, and PowerPoint.
2. Strong leadership and stakeholder management.
3. Excellent legal research and analytical skills.
4. Familiar with legal technology and contract management systems.
5. Deep knowledge of corporate governance, compliance, and risk management.
6. Able to work independently and provide sound legal advice.
7. Strong time management and ability to handle high-pressure tasks.
8. High integrity and commitment to legal and ethical standards and presentation skills.