



خدمت تيكنيكل دراج بروني  
Royal Brunei Technical Services

Job Code	REC.2022/09/08:LC
Job Title	Legal and Compliance Manager
Department/Unit	Legal and Compliance Unit

**Responsibilities:**

- Responsible for managing the Company's and its business unit's legal affairs and functions.
- Act as company secretary for the Company.
- Accountable for all legal, regulatory, and statutory compliance matters related to the Company, as well as providing effective risk management evaluation and guidance.
- Responsibility for providing legal advice and assistance on contracts, policies, and procedures, as well as commercial and practice guidance where necessary, to all functional business units, in accordance with best international industry practice in all aspects of the Company's businesses.
- Representing the Company in all commercial negotiations and meetings as needed.
- To ensure that the Department and Unit's policies and procedures are in accordance with the required corporate governance.
- To provide independent view and advisor role for Management on the corporate governance and legal aspect.

**Requirements:**

- Bachelor's Degree in Law (LLB) from Government Accredited University.
- A Master's degree in Law (LLM) and/or Certification from the Bar Professional Training Course or its equivalent would be an advantage.
- Minimum eight (8) years of professional experience as a practicing lawyer or in-house counsel.

**Key Competence Required:**

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills.
- Strong reporting and documentation skills.