



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2022/09/10:LC
Job Title	Legal and Compliance Associate
Department/Unit	Legal and Compliance Unit

Responsibilities:

- To act as the focal point for all legal issues relating to commercial and technical aspects of contracts.
- To give clear legal advice, opinion, and recommendations on all legal concerns related to the company.
- Able to work concurrently in both legal and business talks for the Company in all business operations discussions and negotiations.
- To act as an independent legal facilitator in all situations of confidentiality, sensitivity, employees, stakeholders, and dispute concerns that impact the company.
- To independently draft and provide legal direction in the conclusion of all contracts 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.
- 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 three (3) years of professional experience.

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.