

## Senior Case Counsel; and Senior International Case Counsel

The Asian International Arbitration Centre (AIAC), formerly known as KLRCA, was established in 1978 under the auspices of the Asian-African Legal Consultative Organization (AALCO) and pursuant to a Host Country Agreement with the Government of Malaysia. The AIAC is the first regional arbitration centre in Asia established by AALCO for the provision of institutional support in the conduct of domestic and international alternative dispute resolution (ADR) proceedings. Since the AIAC's inception, it has grown from strength to strength, and it is now one of the leading ADR services providers in the region and internationally.

The AIAC is highly committed, motivated, and constantly looking to innovate, implement and promote ADR in Malaysia, Asia and the world. To support our efforts in this regard, the AIAC is looking for skilled and experienced Senior Case Counsel or Senior International Case Counsel to join our Legal Services Department.

As a key member of the Legal Team, you will play an instrumental role in the administration of AIAC cases, reporting directly to the Assistant Directors and the Head of Legal. In this challenging and dynamic position, you will take on the critical responsibility of administering proceedings for cases assigned to you. You will also leverage your expertise to ensure the proper application of the laws, rules and regulations for ADR matters.

We welcome (i) Malaysian-based lawyers with ADR experience for the position of Senior Case Counsel; and (ii) Foreign lawyers with ADR experience for the position of Senior International Case Counsel, to apply!

### Key Responsibilities

The Senior Case Counsel or Senior International Case Counsel role is a dynamic position that involves both legal and administrative tasks, as well as project management.

- Case management (arbitration, adjudication, mediation, and domain name dispute resolution), including the review and due diligence of institutional, regulatory, statutory, and the legal & financial aspects of cases;
- Assigning and mentoring the members of the Legal Services and Legal Admin teams including their attendance to case management practices administrative and clerical work in the administration of ADR cases;
- Assist the Director / Assistant Director(s) and Head of Legal in devising policy and strategy of the Centre including policy reform, rules revision and other measures;
- Assist the Director / Assistant Director(s) and Head of Legal with legal opinions on all matters related to the products, services, ventures and operations and of the Centre;

- Reviewing contractual agreements, documentation and memorandums involving the Centre and third parties pertaining to the Centre's legal obligations as well as operational and business development undertakings;
- Undertaking legal research in the field of arbitration, adjudication, mediation, and domain name dispute resolution;
- Liaising with stakeholders, regulators, external solicitors and parties as well as other operating functions and services;
- Managing knowledge and content including writing of presentation papers;
- Representing the AIAC at conferences, seminars and trainings;
- Assisting in outreach, networking and partnership opportunities domestically and with selected regions internationally; and
- Working on other matters, initiatives, programmes and projects as may be assigned.

### **Qualifications for Senior Case Counsel Position**

- Advanced university degree (LL.M. or equivalent) with a specialisation in ADR;
- Minimum 3 years and above of PQE with experience related to ADR in Malaysia;
- A formal legal qualification (i.e., Bar certified or equivalent) is not, however, essential if a candidate can demonstrate sufficient legal training and experience in international arbitration, ADR, international and/or commercial law;
- Fluent in English and Malay (oral, aural and written);
- Excellent drafting skills and good command over writing and editing articles to be published;
- Excellent written and oral communication skills and the ability to work effectively and efficiently in a multicultural team;
- Multitasking skills; and
- Able to depict confidence, maturity and emotional intelligence with strong organisational and inter-personal skills.

### **Qualifications for Senior International Case Counsel Position**

- Advanced university degree (LL.M. or equivalent) with a specialisation in ADR;
- Minimum 5 years of PQE related to ADR in any jurisdiction outside Malaysia;
- Fluent in English (oral, aural and written);
- Good command in an additional official language such as Chinese, French, Arabic, Spanish, etc will be an added advantage;
- Excellent drafting skills and good command over writing and editing articles to be published;
- Excellent written and oral communication skills and the ability to work effectively and efficiently in a multicultural team;
- Multitasking skills; and
- Able to depict confidence, maturity and emotional intelligence with strong organisational and inter-personal skills.

## Application

All applications should be submitted to [careers@aiac.world](mailto:careers@aiac.world) no later than 29<sup>th</sup> May 2023 with a cover letter, detailed CV and a writing sample on a topic related to ADR.