

Case Counsel

The Asian International Arbitration Centre (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 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 Director 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 Malaysian-based lawyers with ADR experience for the position of Case Counsel, to apply!

Key Responsibilities

The 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;
- 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 Case Counsel Position

- Advanced university degree (LL.M. or equivalent) with a specialisation in ADR;
- Minimum 2 years 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.

Application

All applications should be submitted to careers@aiac.world no later than 28th May 2024 with a cover letter, detailed CV and a writing sample on a topic related to ADR.