

## Registrar

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.

The AIAC, driven by unwavering commitment and motivation, remains at the forefront of innovation, actively championing and advancing ADR both within Malaysia and on a global scale. The AIAC is now looking for skilled and experienced **Registrar**.

The Registrar is responsible for leading the AIAC Legal Services Department, including the Legal Secretariat in providing premier quality case management services to global alternative dispute resolution (ADR) users. While spearheading the Legal Services Department, the Registrar reports to the Chief Executive Officer (CEO) regarding the growth of the Centre's caseload and works closely with the AIAC Court of Arbitration.

The Registrar plays a critical role in overseeing the administration of the ADR cases and ensuring the smooth operation of the Centre. The Registrar will manage the Legal Services Department and ensure compliance with the Centre's rules and procedures.

### Key Responsibilities:

The Registrar is responsible for undertaking the following responsibilities:

#### (A) Case and Operational Management:

- Oversee the registration and administration of the ADR cases, including arbitration, adjudication, mediation, and domain name disputes;
- Lead the Legal Services Department to provide independent administrative support to the AIAC Court of Arbitration;
- Ensure timely and efficient handling of case management in accordance with the laws and the Centre's rules and procedures;
- Develop, implement, and adhere to the internal practice notes, policies and procedures to enhance the efficiency and effectiveness of case management;
- Ensure compliance with applicable laws, regulations, and Centre's guidelines;
- Maintain accurate records and ensure the confidentiality of all ADR proceedings; and
- Lead, mentor, and manage the Legal Services Department, including fostering a collaborative and professional work environment.

### **(B) Institutional Development:**

- Contribute to the development and implementation of strategic initiatives to enhance the Centre's services and reputation;
- Provide the Chief Executive Officer with legal opinions on all matters relating to the Centre's legal obligations, services, plans, collaborations and operations;
- Participate in marketing and outreach activities to promote the Centre and its services;
- Undertake review of drafts and the contents of publications relevant to the Centre's ADR products and services; and
- Represent the Centre at conferences, seminars, and other ADR related events, as and when assigned by the Chief Executive Officer.

### **Qualifications:**

- Master of Laws.
- Accreditation or certification in arbitration or alternative dispute resolution.
- Minimum of 10 years' experience and above in arbitration and ADR-related practices.
- Experience working in an international arbitral institute.
- Strong understanding of arbitration rules, procedures, and international best practices.
- Excellent organizational, analytical, and problem-solving skills.
- Outstanding communication and interpersonal abilities.
- Proven leadership and team management experience.
- Ability to work effectively under pressure and meet deadlines.
- High level of integrity and commitment to confidentiality.
- Proficiency in multiple languages.