

Legal Advisor

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 established by AALCO in Asia 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 a skilled and experienced **Legal Advisor**.

The Legal Advisor assumes the function of advising, reviewing and overseeing the Centre's legal responsibilities under the leadership of the Chief Executive Officer (CEO). The role of the Legal Advisor includes providing legal support, drafting and vetting legal documents, as well as representing the Centre in negotiation and legal proceedings to safeguard the interests and rights of the Centre.

Scope of Responsibilities:

The Legal Advisor is responsible for, among others, the following:

- Provide the Chief Executive Officer with legal opinions and analysis on all matters relating to the Centre's legal obligations, services, plans, collaborations and operations;
- Advise on various legal issues and risk mitigation in the best interest of the Centre;
- Draft and review legal-related documents or any other documents that give rise to legal, financial and contractual obligations on the Centre;
- Maintain up-to-date and broad knowledge of laws, including legislative changes and contemporary developments in the legal, ADR and related industries;
- Initiate legal research or as and when assigned by the CEO;
- Coordinate with all Departments to provide legal support as and when required;
- Communicate and serve as a focal point of contact with external parties, including solicitors-on-record and public authorities;
- Represent and/or attend court and other-related proceedings on behalf of the Centre, including maintaining a proper filing system for internal record;

- Monitor and advise on the Centre's compliance with applicable laws, regulations and the related guidelines and best practices;
- Provide secretarial assistance as and when directed by the CEO; and
- Engage in contract negotiations and renewal with external parties.

Qualifications:

- Bachelor of Laws (Master of Laws is an advantage).
- Minimum of 10 years' experience and above in leadership position(s), involving legal, arbitration, or ADR-related practices.
- Proven track record of leadership and management in complex and challenging environment, preferably international organisation(s).
- Strong understanding of various legal systems and international arbitration rules and procedures, preferably knowledge and past experience in handling employment-related matters.
- Excellent organisational, analytical, as well as strategic problem-solving and decision-making skills.
- Outstanding communication and interpersonal abilities, including ability to foster strategic relationships with stakeholders.
- High level of integrity, transparency, and commitment to upholding ethical standards.
- Visionary, innovative, and willing to drive institutional and governance changes.
- Resilience and ability to thrive, including meeting expectations and deadlines under pressure.