

JOB DESCRIPTION

Job Title	DEPUTY HEAD, GROUP LEGAL		
Function	Legal	Grade	
Department	Group Legal	Company	MINDA GLOBAL MANAGEMENT SDN BHD
Reports To	Head, Group Legal	Reporting Structure	Direct
Location	Cyberjaya	Travel Requirement	No

Job Overview

The position holder is responsible for providing legal support and advice to the company and its subsidiaries, as well as overseeing the company's compliance with relevant laws and regulations.

Responsibilities

- Provide legal advice and vet and/or draft a wide range of commercial contracts involving the Group's business including Service Agreements, Collaboration Agreements, Tenancy Agreements, Memorandum of Understanding, Settlement Agreements, Non-Disclosure Agreements, Licensing Agreements, Research Collaboration Agreements, and Partnership Agreements;
- Balance legal issues against commercial considerations with a view to ensuring legal compliance and promoting the Group's interests;
- Provide timely, strategic and actionable advice to internal stakeholders;
- Participate in meetings, discussions and/or negotiations, as and when required;
- Provide legal and risk management advice to senior leadership, as and when required;
- Pro-actively engage internal stakeholders in creating awareness of relevant laws and regulations, including conducting internal training programs, as necessary;
- Review and/or update the policies, procedures and guidelines of Group Legal to ensure efficient management of legal matters and for mitigation of any legal and compliance risk;
- Prepare relevant legal updates to keep senior leadership informed about any legal and regulatory changes that impact the Group's business and to provide recommendations on necessary measures;
- Any other related duties, as assigned from time to time.

Qualifications and Skills

Required Qualification and skills

- Post qualification experience as a practicing lawyer or as in-house counsel
- Strong conceptual and strategic thinking abilities;
- Excellent negotiating and drafting skills;
- Keen eye for accuracy and detail-oriented;
- Strong command of the English Language, both written and oral;
- Strong presentation and communication skills; ability to communicate complex issues in a clear and simple manner in both writing and in person;
- Excellent interpersonal skills with ability to communicate effectively at all levels;
- Good organisation, prioritisation and time management skills;
- Resourceful, independent and able to work with limited resources;
- Ability to deliver high-quality work within deadlines with minimal supervision; and
- Technologically adept and possess excellent computer skills such as Microsoft Office Suite.

Preferred Qualification

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