


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WAS	01	0	01/11/2023

Position Title :	Protégé - Legal & Secretarial Executive	Job Grade :	TBD
Department :	GC & CS Dept	Unit :	General Counsel & Corporate Secretarial

**A. JOB PURPOSE:**

*(Helps to define purpose of job)*

Provide legal & secretarial assistance and support in all aspects of legal and secretarial functions, internal procedures and guidelines and administrative matters of the Group.

**B. JOB SUMMARY/KEY RESPONSIBILITIES:**

*(Functions of positions – please provide 3 to 8 key accountabilities)*

1. Assist the General Counsel and company Secretary in all aspects of the departmental functions.
2. Schedule, organize and manage all Board, Committee, and Management Meetings for the Group.
3. Assist in managing the processes, systems, and procedures designed to ensure the Group's compliance with the various legislation and regulations.
4. Assist in maintaining relations with shareholders, registrars, regulators, investors, analysts, management, and other relevant parties.
5. Assist in minuting, drafting, filing, and managing minutes of meetings.
6. Maintenance of statutory records, including registers of members, registers of directors' interests, board minutes, etc.
7. Assist in the establishment of subsidiaries, branches, and other legal entities in various jurisdictions, and the maintenance (and, where required, disposal) of such entities.
8. Keeping up to date with developments in relevant legislation and regulations, and ensuring the organisation remains compliant.
9. Assist in maintaining relationships with external service providers, including lawyers, company secretaries, accountants and share schemes administrators.
10. Assist in developing and implementing policies and procedures to ensure continued good practice.
11. Managing all administrative functions of the department.


**C. POSITION SPECIFICATIONS**

*(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)*

Academic qualifications & professional certificates :	<i>Essential</i> :	Bachelor's Degree in any field or relevant
	<i>Preferred</i> :	Bachelor's Degree in Law with Bar Admission
Experience/exposure:	<i>Essential</i> :	1 year of administrative experience
	<i>Preferred</i> :	Minimum of 1 year of legal and/or secretarial experience in any corporate environment

**D. COMPETENCIES**

Knowledge & skills required :	<i>General</i> :	MS Office, Writing Proposals, Presentation Skills
	<i>Technical:</i>	Knowledge of the Companies Act 1965 and the Listing Requirements is an added advantage. Secretarial License
Personal Attributes :	<i>(e.g. Self-motivated, strong interpersonal, able to work independently, a team player)</i>	
	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Able to work independently</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Team player</li> </ul>
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**E. KEY CHALLENGES**

- Assisting in managing the processes, systems and procedures designed to ensure compliance with laws and regulations.
- Assisting in managing and instilling good corporate governance practices within the Group.
- To obtain secretarial license

**F. DIMENSIONS / AUTHORITY LIMITS**

*(e.g.: CAPEX, OPEX, revenue / budget)*

- Board and Committees  
Management Committees
- Dimensions are subdivided to :

a) Financial

Plans, prepare and monitors budget for general counsel and secretarial team approximately RM 300, 000.

b) Non – Financial

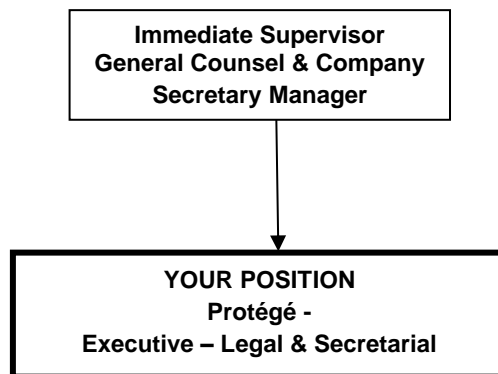
Reports to General Counsel & Company Secretary Manager

c) Geography

Involved on all operations legal administrative matters both international and domestic

**G. REPORTING STRUCTURE**

*(Direct report / superior / peers within Department)*



**APPROVED BY:**

**ACCEPTED BY:**

Signature :		Signature :	
Name :		Name :	
Date :		Date :	