

## **1. Integrity / Legal Counsel**

### **Job Responsibilities:**

- Establish, execute and monitor the implementation of an effective Integrity compliance function and initiatives for the Company.
- Assuming the role as the Company's Integrity Officer in support of ethical conduct and commitment to governance and integrity, including compliance with applicable Anti-Bribery and Corruption and Anti-Money Laundering laws and regulations.
- Identify and address integrity issues at the Company level in line with ALLO and TNB's requirement.
- Provide education, training and knowledge sharing on integrity matters to employees.
- Collaborating with other business functions such as HR, Procurement, Finance/Accounting and other corporate functions in ensuring robust governance infrastructure and policies / procedures are in place.
- Advising and preparing simple legal opinions sought by originating department including all pre-litigation matters i.e. NOD, letters.
- Drafting and reviewing simple agreement such as Non-disclosure Agreement, Memorandum of Understanding, Letter of Award, Engagement / Appointment Letter which is sought by the originating department.
- Implementing the key performance index (KPI) of the department.
- Ensure an effective risk management process is applied and continuously improved across the organisation with focus on integrity.
- High level of commitment to quality work product and organizational ethics, integrity, and compliance.
- Strong interpersonal skills and the ability to effectively communicate, both written and verbally.
- Demonstrated decision making and problem-solving skills.
- Detail-oriented with the ability to multi-task and meet deadlines with minimal supervision.
- Ability to exercise discretion in dealing with confidential or sensitive matters, and be able to deliver difficult messages with diplomacy and tact.
- Utilizing strong understanding on the business concept and strategics.
- Perform other related duties as assigned.

### **Job Requirements:**

- Bachelor of Law (LLB.)
- At least 2-3 years of working experience.
- Excellent IT skills, with a thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint).
- High degree of professional ethics and integrity.
- Possess excellent analytical skills and an eye for detail.
- Good planning, organisational and leadership skills.
- Ability to understand broader business issues.
- Strong communications, presentation and interpersonal skills.
- Maturity, problem-solving skills and ability to work as a team.



- Commitment to continuously enhance skills, ability and knowledge in all aspects.
- Able to work in a fast pace working environment.

