

***Please note that the deadline for submission of applications has been extended to 12 May 2017 (Friday).***

**Circular 079/2017**  
**Dated 12 Apr 2017**

To Members of the Malaysian Bar

**Job Vacancy | Media and Research Officer (Deadline: 12 May 2017)**

The Bar Council invites applications for the post of Media and Research Officer at its Secretariat.

**Responsibilities include:**

- Attend to various legal writing and research needs of the Bar Council
- Assist in the drafting and preparation of documents such as briefing papers, press statements, memoranda, presentations, speeches, and other materials, particularly of a legal nature
- Conduct legal research, gather information and prepare materials to accomplish specified objectives

**Requirements:**

- Undergraduate or postgraduate degree in law (LLB, LLM, or JD)
- At least two years of relevant professional experience preferred
- Excellent command of English and good command of Bahasa Malaysia
- Proficiency with high-level and complex legal research and analysis, and legal writing
- Able to produce detailed and accurate work under tight deadlines
- Meticulous, precise and thorough, with a keen eye for consistency and detail
- Must exercise a high degree of independent judgment and initiative
- Self-motivated and dedicated, and able to work independently in a challenging environment with minimum supervision, yet be a team player
- Must possess a high level of computer literacy, including proficiency in using Microsoft Office Suite

The successful candidate can expect a competitive remuneration package based on his/her qualifications and level of experience.

Interested candidates of all levels of experience, including Members of the Bar, are encouraged to apply. Please submit a cover letter, in English, which specifies the candidate's relevant experience and provides details regarding the requirements listed above, as well as contact particulars.

Candidates should specify their current and expected salary, and send their cover letter, detailed résumé, and a recent photograph (non-returnable) by **12 May 2017 (Friday)**, to:

**Human Resource Department**

Bar Council Malaysia

15 Leboh Pasar Besar

50050 Kuala Lumpur

Tel: 03-2050 2056

Fax: 03-2026 1313

Email: [hr@malaysianbar.org.my](mailto:hr@malaysianbar.org.my)

Thank you.

**Roger Chan Weng Keng**

**Secretary**

**Malaysian Bar**