

Circular 089/2017
Dated 27 Apr 2017

To Members of the Malaysian Bar

Job Vacancies | Legal Officers at Bar Council Secretariat (Deadline: 12 May 2017)

The Bar Council invites applications for the following posts at its Secretariat:

- (1) Legal Officer, Complaints and Intervention Department; and
- (2) Legal Officer, Practitioners Affairs Department.

(1) Legal Officer, Complaints and Intervention Department

Responsibilities include:

- (a) Handle work of practice area committees for matters relating to conveyancing practice, and the Solicitors' Remuneration Order 2005
- (b) Prepare minutes of meetings and reports, and carry out follow-up action
- (c) Conduct legal research, and prepare letters, memorandums and opinions relating to specific areas of legal practice
- (d) Attend to telephone / email / walk-in enquiries on complaints against advocates and solicitors, and the disciplinary process
- (e) Liaise with external solicitors and third parties
- (f) Attend disciplinary hearings
- (g) Maintain database, including updating records on complaints processes

Requirements:

- (a) Undergraduate degree in law (LLB)
- (b) At least two years of legal experience, including experience in conveyancing practice
- (c) Excellent command of both written and spoken English and Bahasa Malaysia
- (d) Proficiency in legal research and analysis, and legal writing
- (e) Able to produce detailed and accurate work under tight deadlines
- (f) Self-motivated and dedicated, and able to work independently in a challenging environment with minimum supervision, yet be a team player
- (g) High level of computer literacy, including proficiency in using Microsoft Office applications
- (h) Excellent interpersonal skills
- (i) Able to travel and work extended hours

(2) Legal Officer, Practitioners Affairs Department

Responsibilities include:

- (a) Handle work of committees focusing on specific areas of law or legal practice
- (b) Conduct legal research relating to specific areas of law or legal practice
- (c) Prepare minutes of meetings and reports, and carry out follow-up action

Requirements:

- (a) Undergraduate degree in law (LLB)
- (b) Candidates who have been in legal practice and seek an alternative career are preferred
- (c) Excellent command of both written and spoken English and Bahasa Malaysia
- (d) Proficient in analytical and communication skills
- (e) Well-organised, and able to multitask and to manage time efficiently
- (f) Must exercise a high degree of independent judgment and initiative
- (g) Self-motivated and dedicated, and able to work independently in a challenging environment with minimum supervision, yet be a team player
- (h) High level of computer literacy, including proficiency in using Microsoft Office applications

Successful candidates can expect a competitive remuneration package based on their 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 *curriculum vitae* 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: 03-2050 2065
Email: hr@malaysianbar.org.my

Thank you.

Roger Chan Weng Keng
Secretary
Malaysian Bar