

Universiti Tenaga Nasional (UNITEN) is one of the Government Linked Universities (GLUs) in Malaysia operates two campuses; one main campus in Putrajaya and the other is in Bandar Muadzam Shah, Pahang. UNITEN is a unique institution, focusing on Engineering, Computer Science & Information Technology, Business, Accounting, Finance, Energy Management and related areas.

We offer accredited academic programmes, research services and professional training & consultancy of high quality. In line with our rapid expansion, we invite qualified and suitable candidates to join us as :



LEGAL EXECUTIVE

REQUIREMENTS :

- A Malaysian citizen.
- Bachelor's Degree in Law or other relevant with at least CGPA 2.70 from a reputable university. Fresh graduates are encouraged to apply.
- Age below 28 years old.
- Excellent communication skills, both written and oral in English and Bahasa Malaysia.
- Advanced computer proficiency and must have good command in Microsoft Office applications.
- Possess own transport and willing to travel.
- Good command in infographic skills would be an added advantage.
- Excellent interpersonal, communication and management skills with high degree of professional ethics, integrity and confidentiality.
- Applicants with scholarship bond, must have release letter from the current employer.

RESPONSIBILITIES :

- Ensure compliance with laws, policies and procedures governing private higher learning institutions.
- Handle matters related to all compliance imposed towards the university.
- Handle administration of Legal Office (administration matters, documentation, system owned, and activities held by Legal Office).
- Proactively create and maintain awareness of relevant employees for (compliance with) relevant laws and regulations.
- Anticipate the (legal) risks connected with or resulting from the business strategy and operations.
- Liaise with the relevant stakeholders and authorities (Ministry of Higher Education, Jabatan Pelindungan Data Peribadi, Company Secretary, Tenaga Nasional Berhad).
- Ability to multitask and handle ad hoc tasks as assigned by superiors.
- Prosecutor for Domestic Inquiry cases.

PLACEMENT:

UNIVERSITI TENAGA NASIONAL,
Jalan Ikram-UNITEN,
43000 Kajang, Selangor, MALAYSIA.

ADVERTISEMENT DATE:

31st October 2023 –13th November 2023

Interested applicants are invited to submit detailed resume/CV, together with certified true copies of birth certificate, identity card, transcript & educational certificates, and latest passport-sized photograph (non-returnable) by e-mail to hr@uniten.edu.my

By applying, you have given consent and authorized the Universiti Tenaga Nasional ("UNITEN") / UNITEN R&D ("URND") to collect, process, record, store and/or disclose personal data and sensitive personal data for all purposes associated in relation to your agreement, education, administration, attendance record and any other lawful activities performed or related to services rendered by UNITEN.

Only short-listed candidates will be called for an interview.

Creative, Innovative & Energetic

"UNITEN PRACTICES A NO GIFT POLICY"