



Universiti Tenaga Nasional (UNITEN) is a private university wholly-owned by Tenaga Nasional Berhad (TNB). The University which 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. We offer accredited academic programmes, research services and professional training & consultancy of high quality.

In line with our rapid expansion, we invite qualified, self-motivated and dynamic individuals with drive to excel and grow to join our team as:-

LEGAL EXECUTIVE

Responsibilities:

- Overall legal advisory and opinion on day to day operation of the University;
- Drafting of Research & Development Agreements, Collaboration Agreements, Memorandum of Understandings, Memorandum of Agreements, Non-disclosure Agreements, Confidentiality Agreements and various others agreements relating to the university's activities and collaborations;
- Drafting the Constitution of the University and Students Code of Conduct;
- Liaising with the Company Secretary;
- Advising on legal implication of transactions / collaborations with the third parties, both local and international;
- Advising on procurement procedures and processes;
- Drafting of tender documents and procurement related documentations;
- Coordinating with external legal counsel;
- Advising on issues in relation to staff disciplinary action;
- Advising on intellectual property laws and activities;
- Advising and monitoring University Personal Data Protection matters; and
- Ensure compliance with laws, policies and procedures governing private higher learning institutions.

Requirements:

- Bachelor's Degree in Law or other relevant with at least CGPA 2.70 and called to the Malaysian Bar.
- Strong analytical and problem solving skills. Proactively employ strategic and critical thinking in solving issues and challenges. Independent, self-motivated, and driven to deliver results.
- Excellent communication skills, both written and oral in English and Bahasa Malaysia.
- Excellent interpersonal, communication and management skills with high level of integrity and confidentiality.
- Possess own transport and willing to travel.
- Age below 30 years old.
- Applicants with scholarship bond, must have release letter from the current employer.

LEGAL EXECUTIVE

Other details : Contract term.

Closing date : 12th November 2021.

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/post to the address below:-

**HUMAN RESOURCE DEPARTMENT,
UNIVERSITI TENAGA NASIONAL**
PUTRAJAYA CAMPUS,
Jalan IKRAM-UNITEN,
43000 KAJANG, SELANGOR.
MALAYSIA.

or

e-mail: hr@uniten.edu.my

By submitting an application, you have given consent and authorized the Universiti Tenaga Nasional ("UNITEN") 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"
