

DESIGNATION	Assistant Manager, Legal
DEPARTMENT	Legal Department
JOB RESPONSIBILITIES	<p>1. <u>Projects and Concession</u></p> <p>a. To advise and highlight the legal issues and/or potential exposure to the Company (and its subsidiaries) arising from the projects and concession.</p> <p>b. To attend and participate in any meeting for the discussion of the project and concession involving the Company (and its subsidiaries) with external parties.</p> <p>c. To review any documents that have legal implications to the Company (and its subsidiaries) in respect of the said project and concession.</p> <p>d. To liaise, communicate and negotiate with the external parties in finalising the documents that have legal implication to the Company (and its subsidiaries).</p> <p>e. To attend, carry out and/or coordinate due diligence in relation to the said projects and concession matters.</p> <p>2. <u>Operation (Container, Cargo, Marine and SPCT)</u></p> <p>a. To advise and highlight the operational matters that have legal implications to the Company (and its subsidiaries).</p> <p>b. To attend and participate in any meetings in respect of any legal matters including disputes and issues related to the operations of the Company (and its subsidiaries).</p> <p>c. To draft and review notices for any legal matters related to the operations of the Company (and its subsidiaries).</p> <p>d. To draft and review contracts/agreements for the operations of the Company (and its subsidiaries).</p> <p>e. To liaise, communicate and negotiate with the external parties in finalising the documents that have legal implication to the Company (and its subsidiaries).</p> <p>3. <u>Procurement contract documents</u></p>

- a. To advise and highlight any legal issues and potential exposure to the Company (and its subsidiaries) arising from the commercial arrangement for the said procurement contracts.
- b. To review procurement contracts and relevant notices involving the Company (and its subsidiaries) pursuant to the said procurement contracts.
- c. To participate in discussions and negotiations with external parties for the finalization of the procurement contract documents.
- d. To prepare and review the form of contract/template for the procurement contracts.

4. Property and Land Matters

- a. To advise and highlight with regard to any property and land matters that have legal implications to the Company (and its subsidiaries).
- b. To prepare and review template for letter of offer and agreements for lease/sub-lease and tenancy for the Company (and its subsidiaries).
- c. To participate and negotiate with external parties for the finalization of the letter of offer, lease/sub-lease and tenancy agreements.
- d. To draft and review any notices that have legal implications to the Company (and its subsidiaries) with regard to the property and land matters.

5. Commercial

- a. To advise and highlight any matters related to the commercial arrangements with port users that has legal implications to the Company (and its subsidiaries).
- b. To prepare and review template for letter of offer and terminal service agreement for the Company (and its subsidiaries).

- c. To participate and negotiate with external parties for the finalization of the letter of offer and terminal service agreement.
- d. To draft and review any notices that have legal implications to the Company (and its subsidiaries) with regard to the commercial arrangements.

6. Employment and Industrial Relations Matter

- a. To advise and highlight the relevant employment and industrial relations matter that has legal implications to the Company (and its subsidiaries), including collective agreement issues.
- b. To act as a prosecutor and a panel for the domestic inquiry for the Company (and its subsidiaries) (if the need arises).

7. Finance related matters (financing, operational matters, tax and duty)

- a. To advise and highlight the relevant finance related matters that have legal implications to the Company (and its subsidiaries) including financing, operational matters, tax and duty.
- b. To review any documents in respect of finance related matters that has legal implications to the Company (and its subsidiaries) including financing documents (prepared by external solicitors and financier), operational matters (e.g. letter of indemnity and bank guarantee), tax and duty.
- c. To participate in discussions and negotiations with the financier and external solicitors for the finalisation of the financing documents and other finance related matters (including liaising with tax consultant, Group Finance and Group Treasury).

8. Competition law related matters

- a. To advise and highlight on any competition law related matters that have legal implications to the Company (and its subsidiaries).

	<ul style="list-style-type: none"> b. To review the competition law checklist submitted for all contractual arrangements entered by the Company (and its subsidiaries) with external parties. c. To compile the reviewed competition law checklists for execution by the Management of the Company (and its subsidiaries) and to submit the same to Group Corporate Planning on monthly basis. <p>9. <u>General Tasks</u></p> <ul style="list-style-type: none"> a. To advise and highlight in respect of any legal issues that are not covered under item 1 to 8 above. b. To assist the Company (and its subsidiaries) in handling and managing talk, seminar, briefing and training for any legal topics. c. To apply effective risk management measures for all legal matters for the Company (and its subsidiaries). d. To manage CTOS Search by conducting searches for the Company (and its subsidiaries) and the relevant business unit including the payment for the searches. e. To conduct the relevant searches (other than CTOS Search) for the Company (and its subsidiaries). f. To act and to be on stand by for any raid pursuant to the Company's Raid Protocol. g. To prepare the relevant legal updates to the Company (and its subsidiaries). h. To prepare and manage Legal Department's budget and expenses. i. In the absence of the Head of Legal (whether on leave or due to vacancy of the position), to take charge as the Head of Legal, unless and until notified otherwise by Human Resources Department.
JOB REQUIREMENT/COMPETENCY	<p>Academic Qualification</p> <p>Bachelor Degree in Law (LLB) Hons.</p>

	<p>Qualified as Advocates and Solicitors of High Court of Malaya</p> <p>Knowledge/Skill competencies/Leadership</p> <ul style="list-style-type: none"> (a) Completed pupillage and have been admitted to the Malaysian Bar as an Advocate & Solicitor. (b) Strong command of English and Malay (written and spoken). (c) Experienced in handling litigation matters with sufficient corporate background. (d) Good interpersonal and communication skills. (e) Reasonable computer skills with functional working knowledge of Microsoft Office applications (e.g. Word, Power Point etc.). (f) Ability to plan and manage the plan of actions. (g) Keeps the Management of the Company (and its subsidiaries) and at Group level informed of any progress and development of the matters being handled. (h) Attending to the details and quality of own and others' work attentively. (i) Ability to delegate and train the subordinates. (j) Willingness to perform any tasks assigned by the Management of the Company (and its subsidiaries), as long as it is legal and in accordance with the Company's policies and procedures. <p>Other requirements At least 5 (five) years experience as a law practitioner and/or in-house counsel.</p>
<p>APPLICATION PROCESS</p>	<p>Please submit your application letter along with your Resume/CV to:</p> <p style="text-align: center;">PENANG PORT SDN BHD NO. 1, PESARA KING EDWARD 10300 GEORGETOWN PULAU PINANG</p> <p style="text-align: center;">(U/P:Staffing Unit, Human Resources Department) or</p>

	Email : recruitment@penangport.com.my BEFORE/ON : 10.08.2020
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