

Circular No 035/2017
Dated 17 Feb 2017

To Members of the Malaysian Bar

Job Vacancy | Director / Secretary to the Advocates and Solicitors Disciplinary Board
(Deadline: 24 Feb 2017)

Bar Council Malaysia invites applications for the post of Director of the Advocates and Solicitors Disciplinary Board (“ASDB”) Complaints Secretariat, who shall serve as the Secretary to the ASDB. ASDB is established under the Legal Profession Act 1976, which requires that the Director / Secretary to the ASDB be an advocate and solicitor of not less than five years’ standing.

Responsibilities include:

- Daily administration of complaints against advocates and solicitors under the Legal Profession Act 1976
- Serve as the Secretary to the ASDB
- Oversee the day-to-day running of the ASDB Complaints Secretariat
- Conduct research, gather information and prepare submissions to the ASDB

Requirements:

- Be an advocate and solicitor of not less than five years’ standing
- Have an excellent command of written and spoken English, and good command of Bahasa Malaysia
- Must possess a high level of computer literacy, including proficiency in using Microsoft Office Suite
- Have excellent analytical, organisational, time management and problem-solving skills
- Be able to produce detailed and accurate work under tight deadlines
- Be meticulous, precise and thorough, with a keen eye for consistency and detail
- Must be energetic, systematic and self-motivated
- Have strong interpersonal and communication skills
- Be able to provide guidance and leadership to others
- Managerial experience will be an added advantage

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 and contact particulars.

Candidates should specify their current and expected salary, and send their cover letter, detailed résumé, and a recent photograph (non-returnable) **by 24 Feb 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

Thank you.

Karen Cheah Yee Lynn

Secretary

Malaysian Bar