

## **Assistant Manager – Regulatory & Government Relations Job description**

We are actively looking for a suitable candidate to take on the role of Senior Executive/ Assistant Manager/ Manager of Regulatory and Government Relations for the Association. The role will primarily include providing support and coordinating the development of a seamless working relationship with Government agencies, regulators and external stakeholders. The incumbent will also be providing support in overseeing legal and compliance issues within the Association.

- Assist the Secretary of the Association’s Regulatory and Industry Development Committee and assist in carrying out action plans of the Committee.
- To provide active support to the Head/Associate Director in respect of all activities which fall under this department.
- To manage / assist in dealing with correspondence and preparing reports on matters relating to legal and compliance issues.
- To conduct research and assist in maintaining liaison and communications with members and other relevant parties pertaining to the Association’s legal and compliance matters.
- To review, draft and provide legal advisory on agreements/ contracts and other legal documents for the Association.
- To coordinate gap assessment exercises/research of new rules, regulations or practices in the industry and identify and highlight any issues which need further discussions or deliberations.
- To provide legal advisory pertaining to matters involving the Association.
- To assist in the organization of industry briefings, networking sessions and knowledge sharing forums, training programs on compliance and legal matters as required by the Association.
- Notwithstanding the above functions, other duties and responsibilities may be assigned to the employee from time to time by the Management.

## **Requirements:**

- **Must possess a Bachelor of Laws (LLB), preferably first class or 2nd class upper.**
- At least 3 to 7 years of post-qualification experience, in private practice and/or as in-house counsel in the financial services sector (preferably in the insurance or banking industry) dealing with legal and compliance issues.
- Sound knowledge and understanding of regulatory and compliance issues related to the Association (e.g. Financial Services Act 2013, Personal Data Protection Act 2010, and Competition Act 2010) are advantageous.
- Strong understanding of an organization / association compliance program and control ability to evaluate its adequacy to manage and mitigate compliance risks.
- Strong research, analysis, writing and presentation skills and ability to prioritize and meet deadlines in a fast-paced environment.
- Proven analytical thinking with a natural tendency to use data in decision-making and prioritization.
- High level of integrity and discretion to handle confidential information.
- Excellent communication skill with both written and oral communication skills in English and Bahasa Malaysia.
- Result oriented/self-directed and ability to drive change.
- A team player, proactive and self-starter.
- Meticulous, detail oriented and diligent in delivering high quality work.
- Ability to work effectively with internal and external stakeholders.
- Having a requisite compliance in the financial services are advantageous.

### **Industry**

- Insurance

### **Employment Type**

- Contract

To apply, please email CV to [hct@piam.org.my](mailto:hct@piam.org.my)