

JOB SPECIFICATIONS

Position : Executive / Sr. Executive – Regulatory & Government Relations

Reporting To : Head / Associate Director - Regulatory & Government Relations

1. Work closely with the Secretary of the Association's Regulatory and Industry Development Committee and assist in carrying out action plans of the Committee.
2. To provide active support to the Head/Associate Director in respect of all activities which fall under this department.
3. To manage / assist in dealing with correspondence and preparing reports on matters relating to legal and compliance issues.
4. 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.
5. To review and draft agreements/ contracts for the Association.
6. To provide legal advisory pertaining to matters involving the Association.
7. 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.
8. Notwithstanding the above functions, other duties and responsibilities may be assigned to the employee from time to time by the Management.

Email to: hct@piam.org.my

REQUIREMENTS / QUALIFICATIONS

- Possess a first class/2nd class upper Bachelor of Laws (LLB) or having a Master of Laws (LLM) will be advantageous.
- At least more than 5 years' experience in the financial services sector and/or relevant experience (preferably in the general or life insurance industry)
- Compliance certification or qualification are advantageous.
- Having a requisite compliance in the financial services would be much preferred.
- Strong understanding of an organization / associations compliance program and control ability to evaluate its adequacy to manage and mitigate compliance risks.
- Sound knowledge and understanding of regulatory and compliance issues related to the Association are advantageous.
- Excellent communication skill with both written and oral communication skills in English.
- Result orient/self-directed and ability to drive change.
- Strong analytical skills and diligent in delivering high quality work.
- Ability to work effectively with internal and external stakeholders.

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