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| <b>Division</b>           | <b>Corporate Services</b>  |
| <b>Department</b>         | <b>Legal &amp; Governance Management</b>                           |
| <b>Job Title</b>          | <b>Executive</b>   |
| <b>Grade</b>              | <b>D2</b>  |
| <b>Name of Staff</b>      | <b>XXX</b>   |
| <b>Reporting to</b>       | <b>Manager of HR, Admin, Governance and Information Technology</b> |
| <b>No. of Subordinate</b> | <b>-</b>   |

## **JOB DESCRIPTION**

### **Responsibilities (Summary)**

The Legal & Governance Management Executive supports legal, compliance and governance matters by assisting with legal documents, Board and statutory requirements, liaising with external parties, maintaining records, and carrying out related tasks as assigned by Management.

### **Job Description**

#### **Legal Management**

- Assist in managing all legal matters of the organisation including contracts, agreements, MOUs, and legal documentation.
- Draft, review, vet and coordinate execution of legal documents to ensure compliance with applicable laws, regulations and organisational policies.
- Liaise with external legal advisors, solicitors and regulators on legal issues, disputes or litigation matters.
- Provide legal support and advice to internal stakeholders on operational, contractual and compliance-related matters.
- Maintain proper records and documentation of all legal files, agreements and correspondence.

### **Corporate Governance**

- Support the implementation and monitoring of corporate governance frameworks, policies and best practices in line with regulatory requirements.
- Assist in coordinating Board of Trustees Meetings and Annual General Meetings, including preparation of board papers, resolutions, minutes and governance reports.
- Ensure timely submission of statutory filings, disclosures and regulatory reports to relevant authorities.
- Monitor compliance with internal policies, Board directives and governance standards.

### **Compliance & Risk Management**

- Assist in identifying legal and governance risks and support mitigation actions.
- Monitor changes in laws, regulations and governance guidelines and assess their impact on the organisation.
- Support internal audits, governance reviews and compliance assessments when required.

### **Secretarial & Administrative Support**

- Coordinate corporate secretarial matters including maintenance of statutory registers and corporate records.
- Provide administrative, coordination and governance support to Management, Board Committees and senior leadership.
- Manage scheduling, documentation, filing systems and correspondence related to legal, governance and Board matters.

### **Ad Hoc Duties**

- Handle ad hoc legal, governance and administrative matters as assigned by Management.
- Support special projects, initiatives or assignments as assigned by Management.
- Perform any other duties as and when assigned by Management from time to time.

| MINIMUM REQUIREMENTS         |   |
|------------------------------|---|
| Education                    | <ul style="list-style-type: none"> <li>• Bachelor's Degree in <b>Law (LLB), Legal Studies, Corporate Governance, Business Law, Corporate Administration</b>, or a related field from a recognised institution.</li> </ul>   |
| Experience                   | <ul style="list-style-type: none"> <li>• Minimum 2 years of relevant working experience in legal, governance, compliance and corporate administration/secretarial roles.</li> <li>• Experience in managing legal, compliance and governance matters.</li> </ul>   |
| Special Knowledge and skills | <ul style="list-style-type: none"> <li>• Basic knowledge of corporate law, contract law and regulatory requirements, with an understanding of corporate governance principles, frameworks and best practices, as well as compliance, risk management and statutory filing requirements.</li> <li>• Familiarity with Board, Committee and corporate secretarial processes.</li> <li>• Awareness of legal documentation, record management and filing systems.</li> <li>• Strong drafting, reviewing and documentation skills for legal and governance materials.</li> <li>• Good analytical and problem-solving skills with attention to detail.</li> <li>• Effective communication and interpersonal skills to liaise with internal and external stakeholders.</li> <li>• Good organisation, coordination and time management skills to handle multiple tasks with tight deadline.</li> <li>• Ability to work independently and as part of a team with minimal supervision.</li> <li>• High level of confidentiality, integrity and professionalism.</li> <li>• Proficient in Microsoft Office applications and basic document management systems.</li> <li>• Ability to handle ad hoc tasks and support special projects as required.</li> </ul> |