

LEGAL ASSISTANT DIRECTOR (PROSECUTION)

JOB SUMMARY & OVERVIEW

We are seeking a highly motivated and competent legal professional to join our Legal Department as an Assistant Director (Prosecution).

The successful candidate will be responsible for evaluating investigation papers, conducting criminal prosecutions and providing legal advice in criminal matters. This role plays a critical part in safeguarding the organisation's legal interests, ensuring compliance with applicable laws, and supporting enforcement actions under laws administered by ECoS.

KEY JOB RESPONSIBILITIES / ACTIVITIES

The Assistant Director (Prosecution) will be responsible for, but not limited to, the following:

1. Perusing and evaluating Investigation Papers to determine the sufficiency of evidence for prosecution or compounding of offences.
2. Preparing briefs and recommendations on prosecution decisions.
3. Conducting effective criminal prosecutions with the objective of securing convictions.
4. Conducting criminal proceedings.
5. Providing legal advice in criminal and enforcement matters, including identifying and highlighting potential legal risks faced by the organisation.
6. Reporting to management on the status and progress of ongoing criminal proceeding or compounding cases.
7. Building and maintaining cooperative working relationships with key enforcement, regulatory agencies and other stakeholders within the Energy industry.
8. Carrying out any other duties or responsibilities as directed by the Director, Legal Department.

QUALIFICATIONS & REQUIREMENTS

1. Bachelor of Laws (LLB) from a recognised institution.
2. Admitted as an Advocate and Solicitor of the High Court of Sabah & Sarawak.
3. Admission as an Advocate and Solicitor of the High Court of Malaya is an advantage.
4. Minimum three (3) years' working experience as a Deputy Public Prosecutor and/or Practising lawyer in criminal or civil litigation.
5. Strong working knowledge of the Criminal Procedure Code and Evidence Act 1950.
6. Proficient in Bahasa Malaysia and English, both written and spoken.
7. Competent legal research, drafting, and analytical skills.
8. Ability to prepare legal opinions and reports.
9. High level of integrity, professionalism, and self-discipline.
10. Strong communication, advocacy, and interpersonal skills.
11. Ability to work collaboratively with internal teams and external stakeholders.
12. Ability to prepare meticulous legal / court documentation
13. Good problem-solving, conflict management, and critical thinking abilities.
14. Capable of working independently under pressure and managing multiple cases effectively.

Basic salary RM5,000

All resume submissions must include a recent, professional-quality photograph of the applicant.