



**TAKAFUL  
BRUNEI**

# CAREER OPPORTUNITIES

## HEAD OF LEGAL

### Job Title

Head of Legal

### Reporting To

Managing Director

### Job Summary

Head of Legal roles is Leading and developing the legal team, providing general legal advice on corporate matters, litigation and regulatory compliance relating to the Takaful and insurance industry; Supporting and reviewing takaful and insurance claims, co-ordinating and managing company panel of lawyers for claims and litigation management and providing legal support and advice to all departments of the company.

### Job Summary

#### Ensuring effective legal risk management:

- Pro-actively identifying and bringing the information together with a proposal for the solution to the attention of management.
- Applying entrepreneurial and legal view point in order to mitigate risks and to realise opportunities which otherwise may have been missed.
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters.
- Constantly updated on any development in local and international laws that could be of relevance or use to the Company.
- Developing and leading corporate legal strategy to promote and protect the company's matters.

#### Internal Counsel for legal and other related matters:

- Managing the day to day operations of the Legal Department.
- To providing legal counsel regarding a broad field of legal and regulatory topics by providing advice in broad variety of legal (or non-legal) areas (such as procurement, sales & distribution, maintenance and services, etc) in a timely fashion.
- Bringing in or consulting with specialists (consultants) where appropriate, panel lawyers and external advisors.
- To take into consideration the specific business environment and interests as well as governance needs.
- To take on responsibility in enabling the business to meet its objectives and deliverables.

#### Compliance Regulatory Management:

- Maintaining proper corporate interactions and relationship with the relevant regulatory, governmental bodies, legislatures and the community at large (e.g. CSR).
- Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with any obligations and advise management accordingly.
- Review of consultation papers, management papers and presenting to management on areas affecting the regulatory Acts or Orders in the country and in the industry.

#### Effective legal control of contracts, agreements and policies:

- Review and advise management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Established and developed an effective robust legal process, contracts, agreements and policy management.

### Requirements

- **Bachelor of Law (LLB) and/or Master Degree or other equivalent Professional Legal Qualification.**
- **Minimum 7 to 10 years working** in the Legal field with experiences in dealing with insurance claims. Experience or knowledge of the litigation process in Brunei Darussalam is an advantage.
- Dynamic leadership qualities and efficiently managing the legal team and relevant stakeholders.
- Ability to review complex issues requiring analytical solution skillsets.