

**CLINICAL INVESTIGATION CENTRE (CIC)
University Malaya Medical Centre
Kuala Lumpur**

CIC is a dedicated unit for conducting clinical trials at University Malaya Medical Centre (UMMC), a 1200-bed referral centre and Malaysia's premier teaching hospital established under the Dean's office at the Faculty of Medicine, University of Malaya and functions as a Clinical Trial Management Organization and a "one-stop" centre designed to facilitate the conduct of safe and credible clinical research by providing a unique collaboration of academic excellence and experience.

LEGAL OFFICER

Responsibilities:

- Reviewing, vetting and drafting legal and commercial documents and contracts.
- Advising on general legal matters
- Protection of organization and institution's rights and interest by management of litigation matters, claim and disputes
- Liase with external regulators and lawyers
- Review and improve existing contracts, systems, policies and procedures where applicable to meet "best practices" and industry standards
- Assisting in the filing, updating and hyperlinking of legal documents
- Handling legal correspondence and administrative work

Qualifications:

- Minimum requirements: Posses Recognized Degree in Law/Legal Studies and certified by Malaysian Qualification Agency (MQA) and Jabatan Perkhidmatan Awam (JPA) and/or passed Bar Final Examination
- Good command of written and spoken English and Bahasa Melayu
- Good communication, negotiation and interpersonal skills, with ability to work with people at all levels and team player
- Able to work independently with minimum supervision
- Able to use Microsoft Office applications

Interested applicants are invited to submit a comprehensive resume stating personal particulars, qualification, employment history, current & expected salary, contact details and a recent passport-sized photograph latest by 26 May 2019 to:-

Clinical Investigation Centre (CIC)
5th Floor, East Tower
University Malaya Medical Centre
59100 Lembah Pantai
Kuala Lumpur, Malaysia
Tel: 03-7949 2886/03-79492351
Email: cic_staff@um.edu.my

ONLY SHORTLISTED CANDIDATE WILL BE NOTIFIED