

VACANCY ADVERTISEMENT

Position : **EXECUTIVE**
Section : **Legislative Development**
Division : Legal and Secretarial
Category / Grade : Lower Management

Responsibilities:

- Assist in developing and drafting all legal framework including Acts, regulations, orders, directions, codes and guidelines relating to the functions of the Energy Commission, regulation of the electricity and piped gas supply industry.
- Provide legal advice on the proposed new and amendment of energy laws and its subsidiary legislations.
- Draft and vet principal legislation, subsidiary legislation and amending legislation in the national language and English language.
- Translate legal documents from the English language to the national language vice versa.
- Conduct legal research and benchmarking on regulatory frameworks
- Draft or vet licences, certificates, contracts, memorandum of understanding and other legal documents and to act as legal repository of legal documents.
- Prepare public consultation papers and resolve disputes.
- Assist in the implementation of the Commission's operations to ensure they are in accordance with the law.
- Perform general duties and principal Unit duties for the Department in line with the objectives and KPI's.
- Carrying out other duties as directed by the superior from time to time.

Requirements:

- **LLB (Honours) Degree** from a university accredited by the Government.
- **Minimum of eight (8) years working experience** providing legal advice on the interpretation of laws and translating policies into legislation.
- **Minimum 3 (three) years working experience** in drafting the legal framework such as Acts, regulations, order, codes and guidelines.
- Applicants with knowledge in legal drafting, electricity or gas supply regulatory matters shall have an added advantage.
- Possess a positive outlook, disciplined and results-oriented.
- Excellent command of both written and spoken Bahasa Malaysia and English.
- High proficiency in Bahasa Malaysia and English, with at least strong credits in Bahasa Malaysia and English in Sijil Pelajaran Malaysia.

The candidates who meet all the required criteria will go through a thorough selection and assessment process. Kindly email your application to recruitment@st.gov.my no later than **28 February 2026**.