

## Legal & Compliance Officer/Manager

(Position will be commensurate with experience and qualifications)

### Job Description

As the Group's Legal and Compliance Officer/Manager, you will play a key role in safeguarding the Group's interests by providing professional support in areas covering legal review, contract management, regulatory compliance and corporate governance. You will work closely with management and various stakeholders to uphold high standards of legal and compliance practices across the Group.

**Reporting to the Group CEO and Executive Director, your main responsibilities include:**

### Legal

- Provide legal support to ensure the Company and its subsidiaries meet regulatory and compliance objectives.
- Review, draft, and negotiate contracts, agreements, NDAs, and other legal documentation.
- Support legal due diligence and risk assessments for existing and new business ventures.
- Coordinate with external legal counsel on corporate, operational and transactional matters.
- Maintain organised filing systems and repositories for legal documents.
- Monitor and update management on relevant regulatory and legislative developments in countries where the Group operates.

### Compliance

- Develop, implement, and maintain an effective compliance programme to identify, assess and manage compliance risks.
- Ensure that corporate policies and procedures remain aligned with applicable regulatory requirements and industry standards.
- Oversee and monitor key compliance processes, controls and reporting obligations.

### Corporate Governance

- Assist with Board and shareholder matters, including preparation of resolutions, meeting materials and related documentation.
- Support statutory filings and corporate secretarial matters and ensure proper upkeep of corporate records across the Group.
- Coordinate the preparation, review and release of SGXNET announcements, ensuring adherence to SGX listing and disclosure requirements.
- Conduct internal investigation relating to compliance or governance issues.
- Undertake any other ad-hoc projects and duties as assigned.

**To succeed in this position, the ideal candidate should have the following qualifications and key attributes:**

- Bachelor's degree in Law or a related discipline.
- At least 5 years of relevant working experience (8 years for the Manager position) in legal, compliance, corporate secretarial, or regulatory functions (experience in oil & gas sector would be an advantage).
- Good understanding of internal controls, contract management, corporate governance, risk management, and regulatory compliance principles.
- Meticulous, with strong analytical and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to produce clear and concise memos and reports.
- Strong organisational and time management abilities, with the capacity to manage multiple priorities.
- High level of integrity, discretion, and ability to work independently.