

EXTERNAL VACANCY ANNOUNCEMENT



HUMAN RIGHTS COMMISSION OF MALAYSIA (SUHAKAM)

The Human Rights Commission of Malaysia (SUHAKAM), as the National Human Rights Institution (NHRI) established by an Act of Parliament under the Human Rights Commission of Malaysia Act 1999 (Act 597), invites qualified Malaysian citizens with knowledge, integrity, dedication, and an excellent personality to apply for the following vacant position:

Post	:	HEAD OF LAW AND INTERNATIONAL TREATIES DIVISION (GRADE 48)
Salary Scale	:	RM5,206.00 and an additional allowance of RM1,550.00 per month
Status of Post	:	Permanent (No Pension, with EPF contribution)
Location	:	Kuala Lumpur (Headquarters)
Qualification	:	<ul style="list-style-type: none">(i) Candidate to possess at least a Degree in Law or any other equivalent qualification from any university recognized by the Commission and at least 8 years of working experience in a senior position in the area of human rights, international law, social justice and management. A Postgraduate Degree in the area of human rights and international law is an added advantage;(ii) Credit in Bahasa Malaysia (including Oral Test) and English at Sijil Pelajaran Malaysia (SPM) level or equivalent qualification recognized by the Commission;(iii) Experience as a practising lawyer or as in-house counsel, with experience handling human rights related issues is an advantage;(iv) A proactive team player with strong managerial and organisational skills (detailed oriented, analytical and solution focused);(v) Upholds the highest standards of confidentiality, integrity and professional ethics;(vi) Must be able to undertake research tasks and provide high quality evidence-based analysis and recommendations;(vii) Good communication skills with fluency in both written and oral Bahasa Malaysia and English; and(viii) Must be able to lead and work in a team, with minimal supervision.

Vacancy available	:	1 Post
Responsibility	:	<ul style="list-style-type: none"> (i) Develop, implement, and monitor the objectives, strategies, and key priorities at the Division level in line with the Commission's Strategic Plan and Action Plan; (ii) Plan, execute, and monitor the Division's annual activities and work plan, ensuring implementation aligns with the annual work plan; (iii) Plan and manage the Division's budget; (iv) Coordinate and supervise the tasks of officers and staff within the Division; (v) Prepare reports to be included in SUHAKAM's Annual Report; (vi) Represent the Commission at meetings relevant to the Division's duties as designated by the Commission; (vii) Perform other tasks as assigned by the Commission from time to time; (viii) Conduct research, analyse and advise SUHAKAM from a human rights perspective on legal issues arising and application of relevant domestic laws; (ix) To identify strategic litigation/lawsuit cases that relate to SUHAKAM's main mission as well as review, assess and facilitate applications for Watching Brief and/or <i>Amicus Curiae</i> cases from interested parties; (x) Perform duties as instructed, from time to time, by the Commission.

How To Apply

Interested candidates who wish to apply for this position are requested to submit their applications by completing the following documents:

- (i) Cover Letter;
- (ii) Complete resume/curriculum vitae including personal information, qualifications, and experience;
- (iii) Academic certificates and transcripts (certified copy);
- (iv) Identification card (certified copy);
- (v) A passport-sized photograph (non-returnable);

(vi) One (1) reference letter from current employer (if any).

Complete applications must be submitted by or before **4 June 2025 (Wednesday)** to:

Secretary
Human Rights Commission of Malaysia
Level 11, TH Perdana Tower,
1001 Jalan Sultan Ismail, 50250 Kuala Lumpur.
Website: www.suhakam.org.my
(Attention: Human Resources Division)
Or email it to:
jawatankosong@suhakam.org.my

Only shortlisted candidates will be called for an interview. For further inquiries, please contact **Ms. Wan Norhafizah Junid** or **Ms. Nurulhidayati Masdim** at **03-2612 5600/5607**.