

# Role Description

## Senior Legal Adviser



### Overview

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Employment
- Taxation

### Position

DFDL is looking for a qualified **Senior Legal Adviser** who is experienced, enthusiastic and high functioning in understanding, interpreting and applying Vietnamese law, to join our team in Hanoi and Ho Chi Minh City, Vietnam.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

<b>Reports to:</b>	Managing Director; Head of HCMC Office/Hanoi Office; Partners and Project Managers
<b>Key external relationships:</b>	Clients and Government Officials
<b>Key internal relationships:</b>	Partners, Directors, Senior Management and other key internal stakeholders
<b>Salary range:</b>	Competitive commensurate with experience and qualifications
<b>Position type:</b>	Full Time – regular
<b>Applicants eligible:</b>	Vietnamese nationality and qualified candidates
<b>Working Hours</b>	Monday to Friday, from 9:00am to 12:30pm and from 2:00pm to 6:30pm
<b>Location:</b>	Ho Chi Minh City or Hanoi, Vietnam

### Main Duties of the Role

- Provide legal and tax advice exclusively on behalf of the company and to clients of the Firm;
- Draft advices, opinions and contracts (including share purchase agreements, subscriptions)

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- agreements and shareholders agreements); negotiate contracts; manage due diligence investigations; prepare and/or draft legal due diligence reports;
- Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices;
  - Interact with licensing and other regulatory authorities as needed for the provision of advice to DFDL's clients;
  - Supervise and provide leadership and coaching to more junior legal advisers, legal assistants and other staff;
  - Interact with clients and make a gradual transition into a project manager role;
  - Participate actively in DFDL's business development efforts, including government relations, various chambers of commerce, business clubs, and other relevant groups; and
  - Participate in knowledge management, professional development, and Firm administrative activities as requested.

### ***Essential Skills & Experience:***

- At least 5 years of PQE with professional work experience in legal advisory;
- Excellent technical knowledge of the laws and practices in their area of expertise in the jurisdiction in which she/he works;
- Good commercial skills, notably willing and able to play an important role in business development;
- Exposure to general management (managing small teams of staff and having budget accountability within a performance management culture, including P&L management);
- Experience successfully leading, motivating and developing others;
- Demonstrates experience in developing and maintaining a satisfied clientele of local and international corporations;
- Skilled communicator, able to make presentations and deliver key messages to specialists and non-specialists alike;
- Strong oral and written communication skills in English;
- Excellent knowledge of MS Office suite;
- Exhibits honesty, reliability, and a commitment to strict confidentiality;
- Demonstrated ability to effectively manage change within an organization; and
- Strong team building skills

### ***Desirable Skills***

- Outstanding commercial and business development acumen.
- Prior work experience at a law firm or multi-national corporation is an advantage.

### ***Contact Details***

Applications should be submitted to:

Email: [Careers@dfd.com](mailto:Careers@dfd.com)

Website: [www.dfd.com](http://www.dfd.com)

Online: <https://apply.workable.com/dfd/j/D48B9D4BCE/>

Phone: +84 28 3910 0072

*Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.*

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*All applications and expressions of interest will be treated confidentially and reviewed only by DFDL Senior Management and the Human Resources team.*

*Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and **only shortlisted candidates will be contacted.***