

# Role Description

## Senior Consultant (Phnom Penh)



### Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, 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
- Taxation

### Position:

We are looking to for a **Senior Consultant** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

<b>Reports to:</b>	Managing Director, Deputy Managing Director, Heads of Practice Group and Deputy Head of Practice Group
<b>Key external relationships:</b>	Clients, Government Ministries, Chambers of Commerce, Business Associations
<b>Key internal relationships:</b>	Partners, Managing Director, Senior Managers and all staff of the Cambodia Office
<b>Salary range:</b>	Competitive, varying based on the qualifications and experience of the successful applicant.
<b>Position type:</b>	Full Time – Regular
<b>Applicants eligible:</b>	Local residents or Expat
<b>Working Hour</b>	Mon-Fri, 8am –12pm and 2pm – 6pm
<b>Location:</b>	Phnom Penh, Cambodia

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### *Main duties of the role:*

Reporting to the Head of Real Estate Practice Group, you are expected to undertake the following activities and tasks:

- Report to and take instructions from the Head of Practice Group, the Managing Director/Deputy Managing Director and the Partners;
- Manage work allocation to members of the team or any other advisers in a timely and efficient manner;
- Be actively involved in supporting the Real Estate Practice Group. This includes management of staff under the supervision of the HOPG, and participation in meetings related to Real Estate Practice Group administration, business development and knowledge management;
- Preparation of annual plan reflecting specific financial and non-financial objectives with indications for meeting those objectives over the period to which that plan relates and assisting HOPG with preparation of annual Real Estate Practice Group strategic plan and successful implementation and achievement of Real Estate Practice Group strategic plan and its objectives;
- Provide legal advice exclusively on behalf of the Firm and to clients of the Firm;
- Draft of contracts, letters of advice, legal opinions, and other legal instruments;
- Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices;
- Peer review the work of other Advisers and provide constructive feedback as necessary;
- Supervise and provide leadership and coaching to more junior legal advisers, legal assistants and other staff;
- Participate actively in the Firm's business development efforts, including government relations, various chambers of commerce, business clubs, and other relevant groups;
- Participate in knowledge management, professional development, and Firm administrative activities as requested; and
- Undertake other duties as may be required of you from time to time; and
- Other tasks not specifically listed in this document may be assigned from time to time.

### *Essential skills & experience:*

- Holds a Master Degree of Law or a Bachelor of Laws with at least five years relevant work experience with senior position;
- Has the ability to draft contracts, letters of advice and legal opinions in both English and/or Khmer to a high standard;
- An out-of-the-box thinker, highly adaptable to a dynamic environment;
- Strong oral and written communication skills in English and the ability to interact effectively and collaboratively both internally and externally; knowledge of French is a plus.
- Has an enthusiastic attitude towards building a career;
- Demonstrates the ability to take the initiative and pay close attention to detail;
- Honesty, reliability, and a commitment to strict confidentiality;
- Is self-motivated and committed to self-improvement; and
- Excellent knowledge of MS Office suite.

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#### *Desirable:*

- Prior experience working at a professional service company in a senior position is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Prior Banking & Finance-related, construction firm, real estate company work experience or knowledge is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

#### *Contact Details*

Applications should be submitted by email or by hand:

**DFDL Mekong (Cambodia) Co., Ltd.**

No 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

HR Department: [Careers@dfd.com](mailto:Careers@dfd.com)

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

Online job announcement: <https://apply.workable.com/dfd/j/9EFAE0DE44/>

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

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.**