

Role Description

Legal Intern



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory 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 for a Vietnamese Legal Intern for our Hanoi Office for an internship period starting in January 2020:

Reports to:	Consultant, Senior Consultant, Head of Practice group
Key external relationships:	Clients, Government Ministries
Key internal relationships:	Managers, advisers and other support staff
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Location:	Hanoi, Vietnam

Main duties of the role:

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- Report to and take instructions from Partners, Legal Advisers/Senior Legal Advisers;
- Provide support and assistance to Legal Advisers and Senior Legal Advisers;
- Do legal research under the supervision of Advisers/Senior Legal Advisers of the Firm;
- Draft client correspondence under the supervision of Legal Advisers/Senior Legal Advisers;
- Participate actively in the Firm's business development efforts, including government relations, various chambers of commerce, business clubs, and other relevant groups;
- Undertake legal research tasks;
- Translate legal and regulatory documents from English to Vietnamese and vice versa; and
- Undertake other duties as may be required from time to time.

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Since 1994

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e: hanoi@dfd.com

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Essential skills & experience:

- Holds a Bachelor of Law degree or student in year 3 or 4;
- Speaks and writes English;
- Has experience in legal research;
- Demonstrate excellent computer skills (MS Word, Excel, and Outlook and internet research);
- Reliable and punctual; and
- Exhibits integrity, reliability, and a commitment to strict confidentiality.

Benefits: The selected candidate will be paid a monthly internship allowance.

Contact Details:

Applications should be submitted by email or by hand to:

Ms. Trinh Minh Nguyet

Email: MinhNguyet.Trinh@dfd.com & Careers@dfd.com

Address: DFDL Vietnam Law Company Limited – Hanoi Office
9th Floor, BIDV Tower, 194 Tran Quang Khai Street, Hanoi, Vietnam.

Website: www.dfd.com

Telephone: +84 4 3936 6411

Link to our online job announcement: <https://apply.workable.com/dfd/j/40D63415CA/>

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

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.