

Role Description

Senior Legal Adviser



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 **Senior Legal Adviser** to support DFDL in Hanoi, Vietnam.

Reports to:	Managing Director, Partners, Deputy Managing Director and/or a Head of Practice Groups
Key external relationships:	Clients, Government Ministries and Business Associations
Key internal relationships:	Partners, Directors, Senior Managers and other staff
Salary range:	Competitive commensurate with experience and qualifications
Position type:	Full Time – Regular
Commencement:	To be agreed

Main duties of the role:

- Provide legal and tax advice exclusively on behalf of DFDL and to clients of DFDL;
- Draft advices, opinions and contracts (including share purchase agreements, subscriptions 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;
- Peer review the work of other advisers and provide constructive feedback as necessary;
- Report to and take instructions from Partners, the Managing Director and any supervising legal advisers;
- Supervise and provide leadership and coaching to more junior legal advisers, legal assistants and other staff;

Excellence · Creativity · Trust
Since 1994

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- 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.

Competencies Knowledge & experience:

- 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 supported by DFDL's efforts in this field;
- Minimum five years post-qualification experience as a lawyer;
- 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;
- University level qualifications in Law;
- Demonstrated ability to effectively manage change within an organization; and
- Strong team building skills.

Contact Details:

Applications should be submitted by email or by hand to:

Ms. Trinh Minh Nguyet

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

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

Website: www.dfdl.com

Telephone: +84 4 3936 6411

Link to our online job announcement: <https://dfdl.workable.com/jobs/1155662>

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.