

# Role Description

## Legal Adviser



### Overview:

DFDL was established in 1994 and built on a unique vision: to create an integrated legal, tax and investment advisory firm, with in-depth knowledge of the jurisdictions we work in, providing technical excellence across our core areas of expertise.

27 years later, DFDL continues to build on its reputation as the obvious first choice firm for sophisticated transactions in frontier markets across Asia and beyond.

As Southeast Asia and other emerging markets continue to expand and thrive, so has DFDL and we are now uniquely positioned to help clients access promising international growth opportunities in the world's most dynamic region.

With a team of over 170 local and foreign lawyers and advisers working within Asia, we provide personalized and cost-effective legal, tax and consulting services and solutions with particular expertise in:

- Aviation
- Banking, Finance & Technology
- Compliance & Investigations
- Corporate, Mergers & Acquisitions
- Dispute Resolution
- Employment & Labour
- Energy, Mining & Infrastructure (EMI)
- Real Estate & Construction
- Restructuring & Insolvency
- Taxation and Accounting

### Position:

DFDL is looking for a qualified Legal Adviser who is experienced, enthusiastic and high functioning in understanding, interpreting and applying Vietnamese law, to join our team in Hanoi, 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>	Hanoi, Vietnam

***Main Duties of the Role:***

- Report to and take instruction from the Partners, Managing Director, Deputy Managing Director and any supervising legal advisers;
- Provide legal advice exclusively on behalf of DFDL and to Clients of DFDL;
- Undertake all activities typical of a legal adviser, including drafting 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 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 and legal assistants;
- Participate actively in DFDL'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
- Other tasks not specifically listed in this document may be assigned from time to time.

***Essential Skills & Experience:***

- A tertiary degree in Law or another degree that includes significant studies in this discipline;
- At least 3 years of professional work experience in legal advisory or other related positions;
- Ability to draft contracts, letters of advice and legal opinions to a high standard;
- A good approach to problem solving, including lateral thinking ability;
- Excellent in communication in spoken and written English;
- Good international-standard legal writing skills;
- Have an enthusiastic attitude towards building a career as a legal adviser/senior legal adviser;
- Ability to take the initiative and pay close attention to detail;
- Honesty, reliability, a strong work ethic and a commitment to strict confidentiality;
- Self-motivated and committed to self-improvement; and
- Able to work in a team and independently; and
- Microsoft Office suite proficient.

***Desirable Skills & Experience:***

- Prior work experience at a law firm or multi-national corporation is an advantage;
- Friendly and approachable, with good people skills;
- Ability to manage time and work under pressure to meet deadlines.

***Contact Details:***

Applications should be submitted by email to:

Ms. Trinh Minh Nguyet

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

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

Telephone: +84 24 3936 6411

Link to our online job announcement: <https://apply.workable.com/dfd/j/4DA4041E65/>

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.