

# Role Description

## Junior 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:

DFDL is are looking for a Junior Legal Adviser to join its team in Hanoi, Vietnam.

|                                    |  |
|------------------------------------|--|
| <b>Reports to:</b>                 | Head of Practice Group   |
| <b>Key external relationships:</b> | Clients and Government Officials   |
| <b>Key internal relationships:</b> | Partners, Managing Director, Deputy MD, all staff of the 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>        | Any qualified candidate  |
| <b>Working Hour</b>                | Monday to Friday, from 8:30am to 12:30pm and from 2:00pm to 6:00pm                           |
| <b>Location:</b>                   | Hanoi, Vietnam   |

### Main Duties of the Role:

- The following are the key duties and responsibilities that will be expected of you within the Firm:
- Provide legal and tax advice exclusively on behalf of the Firm and to clients of the Firm;
- Undertake all activities typical of a corporate and commercial legal adviser, including the drafting of advices, opinions and contracts (including share purchase agreements, subscriptions agreements and shareholders agreements), negotiating contracts and managing due diligence investigations;
- 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 the Firm's clients;
- Report to and take instructions from the Regional Director, Board of Directors, Managing Director, Project Managers and any supervising legal and tax advisers;

**Excellence · Creativity · Trust**  
Since 1994

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e: hanoi@dfd.com

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## Junior Legal Adviser



- Assist other legal advisers, administrative personnel, other management personnel, and the Firm, as required;
- Participate in various firm management and administrative areas, such as finance, accounting, billing, government relations and administration;
- Participate actively in the Firm'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;
- Other tasks not specifically listed in this document may be assigned from time to time.

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

- Holds a tertiary degree in Law, or another degree that includes significant studies in these disciplines;
- Has at least 2 years of professional work experience in legal advisory, or other related positions;
- Has experience and demonstrates the ability to draft contracts, letters of advice and legal opinions to a high standard;
- Demonstrates a good approach to problem solving, including lateral thinking ability;
- Has excellent communication skills in spoken and written English;
- Has good international legal writing skills;
- Has an enthusiastic attitude towards building a career as a Legal Adviser/Senior Legal Adviser;
- 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 is committed to self-improvement; and
- Microsoft Office 2007 or 2010 – Word, Excel and Outlook.

### ***Desirable Skills & Experience:***

- Prior experience working at a large company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills;
- Being a native English speaker would be an advantage.

### ***Contact Details:***

Applications should be submitted by email or by hand to:

Ms. Trinh Minh Nguyet

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

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

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

Telephone: +84 4 3936 6411

Link to our online job announcement: <https://dfd.workable.com/jobs/1068032>

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.