

Role Description

Legal Adviser (Asia)



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment 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 seeking enthusiastic, experienced and capable individuals with good understanding of corporate law and consulting experience to join us in our Business Units in Asia.

Reports to:

Head of Practice Group

Key external relationships:

Clients and Government Officials

Key internal relationships:

Partners, Managing Director, Deputy MD, all staff of the Office

Salary range:

Competitive based on the qualifications and experience of the successful applicant.

Position type:

Full Time - regular

Applicants eligible:

Any qualified candidates

Job Description:

- Report to and take instruction from the Partners, Managing Director/Deputy Managing Director, and any supervising legal adviser;
- Provide legal advice exclusively on behalf of the Firm and to Clients of the Firm;
- 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 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 and legal assistants;

Excellence · Creativity · Trust
Since 1994

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

t: +855 23 210 400
f: +855 23 214 053
e: cambodia@dfd.com

BANGLADESH | CAMBODIA¹ | INDONESIA* | LAO PDR | MYANMAR | PHILIPPINES* | SINGAPORE | THAILAND | VIETNAM
*DFDL collaborating firms | ¹In commercial cooperation with Sarin & Associates

www.dfd.com

Role Description

Legal Adviser (Asia)



- 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.

Skills, Knowledge & Experience Required:

Essential:

- Holds a tertiary degree in Law, or another degree that includes significant studies in these disciplines;
- Has at least 3 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:

- 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

DFDL Mekong (Cambodia) Co., Ltd.

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

Email: careers@dfdl.com

Website: www.dfdl.com

Telephone: +855 23 210 400 | Mobile: +855 78 222 603

Contact person: **Mr. Rithy Va – Regional HR & Admin Officer**

Link to our online job announcement: <https://dfdl.workable.com/jobs/520706>

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

Application shall be emailed to careers@dfdl.com or submit in person to **Mr. Rithy Va**.

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.