

# Role Description

## Legal Adviser (Indonesia)



### 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

In Indonesia, DFDL has established an exclusive association with Mataram Partners. DFDL, along with Mataram Partners, has been serving the needs of domestic and foreign investors in Indonesia since 2011. Mataram Partners is a trusted and dynamic Indonesian law firm and has been serving the needs of domestic and foreign investors in Indonesia since 2006.

### Position:

We are looking to recruit a Legal Adviser to be based in Indonesia.

<b>Reports to:</b>	Head of the Indonesia Practice
<b>Key external relationships:</b>	Clients, Government Ministries, Chambers of Commerce and Business Associations
<b>Key internal relationships:</b>	Partners, Managing Director, Senior Advisers, Regional Advisers and all staff of the Indonesia 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>	Local residents – Indonesian law qualified
<b>Working Hour</b>	Monday to Friday, 9am –12pm and 1pm – 6pm
<b>Location:</b>	Jakarta, Indonesia

### Main duties of the role:

The following are the key duties and responsibilities that will be expected of you within the Firm:

- Report to and take instruction from the Partners, Managing Director, and the Head of the Practice Group;
- 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 contracts, letters of advice, legal opinions, and other legal instruments;

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- 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;
- Participate actively in the Firm's business development efforts, including government relations and activities with various chambers of commerce, business clubs, and other relevant groups;
- Participate in knowledge management, professional development, and Firm's administrative activities as requested; and
- Undertake other duties as may be required of you from time to time.

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### **Essential skills & experience:**

- Bachelor of Indonesian Law with at least 5 years of relevant work experience. Law firm experience preferred;
- Has the ability to draft contracts, letters of advice and legal opinions in both English and Bahasa to a high standard;
- An out-of-the-box thinker, highly adaptable to a dynamic environment;
- Strong oral and written communication skills in English and the ability to interact effectively and collaboratively both internally and externally;
- Has an enthusiastic attitude towards building a career as a Legal Adviser/Project Manager;
- Demonstrates the ability to take the initiative and pay close attention to detail;
- Demonstrates honesty, reliability, and a commitment to strict confidentiality;
- Self-motivated and committed to self-improvement; and
- Excellent knowledge of MS Office Suite.

### **Desirable:**

- Prior experience working at a professional corporate law firm is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Prior Corporate & Commercial and related work experience or knowledge is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Bahasa would be an advantage.

### **Contact Details:**

Applications should be submitted by email or by hand to:

#### **Mr. Imran Harahap**

Email: [Imran.Harahap@dfd.com](mailto:Imran.Harahap@dfd.com) & [careers@dfd.com](mailto:careers@dfd.com)

Address: Mataram Partners/DFDL Indonesia  
Treasury Tower, 11th Floor, Units A & B, District 8, SCBD Lot. 28  
Jl. Jend. Sudirman Kav. 52-53, Jakarta 12190.

Link to our online job announcement: <https://dfd.workable.com/jobs/924435>

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.