

Role Description

Consultant (Phnom Penh)



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory 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 looking to for a **Consultant** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Managing Director and Heads of Practice Group
Key external relationships:	Clients, Government Ministries, Chambers of Commerce, Business Associations
Key internal relationships:	Partners, Managing Director, Senior Managers and all staff of the Cambodia Office
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Working Hour	Mon-Fri, 8am –12pm and 2pm – 6pm
Location:	Phnom Penh, Cambodia

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Main duties of the role:

Reporting to the Head of Real Estate Practice Group, you are expected to undertake the following activities and tasks:

- Report to and take instructions from the Partners, Managing Director, Deputy Managing Director and Heads of practice group, and any supervising to legal consultant;
- Provide legal advice exclusively on behalf of the Firm and to clients of the Firm on a broad range of legal matters, including real estate transactions and regulatory filings;
- Draft and review of contracts, agreements and other legal instruments;
- Manage standard registration and industry-specific licensing matters and prepare market entry advices with limited oversight;

- Prepare advices, briefs and filings in relation to real estate matters;
- Assist with due diligence investigations and the preparation of due diligence reports, legal opinions and transaction documents, particularly matters related to real estate, governmental approvals and litigation;
- Represent clients at meetings with regulatory authorities;
- Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices, if needed;
- 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;
- Present internally and externally on real estate related matters;
- Participate actively in the Firm's business development efforts, including the internal legal update group, government relations, chambers of commerce, business clubs, and other relevant groups; and internal and external trainings on legal matters;
- Participate in and contribute to enhancing the Firm's knowledge management including contributing to the Firm's law library, 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:

- Holds a Master Degree of Law or a Bachelor of Laws with at least three years relevant work experience;
- Has the ability to draft contracts, letters of advice and legal opinions in both English and Khmer 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 Senior Legal Adviser/Project Manager;
- 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 committed to self-improvement; and
- Excellent knowledge of MS Office suite.

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Desirable:

- Prior experience working at a professional service company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Prior Banking & Finance-related, construction firm, real estate company work experience or knowledge is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

Contact Details

Applications should be submitted by email or by hand:

DFDL Mekong (Cambodia) Co., Ltd.

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

HR Department: Careers@dfd.com

Website: www.dfd.com

Online job announcement: <https://apply.workable.com/dfd/j/26C81C5C68/>

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

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

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.**