

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 Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, 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

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BANGLADESH | CAMBODIA[†] | INDONESIA* | LAO PDR | MYANMAR | PHILIPPINES* | SINGAPORE | THAILAND | VIETNAM
*DFDL collaborating firms | [†]In commercial cooperation with Sarin & Associates

www.dfd.com

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- 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 78 222 701

Contact person: **Mr. Tep Sela, Regional Human Resources 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. Tep Sela**.

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