

# Job Announcement

## Legal Advisers (HCMC & Hanoi)



### 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; and
- Taxation.

### Position

We are looking for two qualified **Legal Advisers** with enthusiastic, experienced and capable individuals with Vietnamese law and consulting experience to join us in Hanoi and Ho Chi Minh City office, Vietnam.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

<b>Reports to:</b>	Managing Director; Head of HCM/HN Office, Country Partners, Project Manager
<b>Key external relationships:</b>	Clients, Government Ministries
<b>Key internal relationships:</b>	Partners, Directors, Senior Managers and other staffs
<b>Number of hiring:</b>	02
<b>Salary range:</b>	Competitive commensurate with experience and qualifications
<b>Applicant eligible:</b>	Vietnamese nationality and qualified candidates
<b>Position type:</b>	Full time: Monday to Friday - 8:30 to 12:30 pm, 2 pm to 6 pm
<b>Location:</b>	Ho Chi Minh City and Hanoi

### Job Description

As Legal Advisers, you are expected to undertake the following activities and tasks:

- Report to and take instruction from the Head of Practice Group, Partners, the Managing Director/Deputy Managing Director, and any supervising adviser;
- Provide legal advice exclusively on behalf of the Company and to clients of the Company;

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

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

- Excellent technical knowledge of the laws and practices in their area of expertise in the jurisdiction in which s/he works;
- Good commercial skills, notably willing and able to play an important role in business development supported by the Firm's efforts in this field;
- Minimum five years of experience;
- Demonstrate experience in developing and maintaining a satisfied clientele of local and international corporations;
- Skillful communicator, able to make presentations and deliver key messages to specialists and non-specialists alike;
- Strong oral and written communication skills in English;
- Excellent knowledge of MS Office suite;
- Exhibit honesty, reliability, and a commitment to strict confidentiality;
- University level qualifications in Law;
- Demonstrate ability to effectively manage change within an organization; and
- Strong team building skills.

### ***Contact Details***

#### **DFDL Vietnam Law Company Limited**

Hanoi office address: 9th floor, BIDV Tower 194 Tran Quang Khai Street, Hoan Kiem District Hanoi Vietnam.

Ho Chi Minh office address: Unit 2, 19th Floor, Green Power Building 35 Ton Duc Thang Street, District 1, Ho Chi Minh City, Vietnam.

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

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

Telephone: +84 24 3936 64 & Mobile: +84 915 344 967 (Hanoi) &

Telephone: +84 28 3910 0072 & Mobile: +84 906 805 988 (HCMC)

Contact person: **Ms. Trinh Minh Nguyet, Office Manager, based in Hanoi office & Ms. Tran Thi Huyen Trang, Human Resources Officer, based in HCMC office**

Link to our online job announcement: <https://dfd.workable.com/jobs/670959>

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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@dfd.com](mailto:careers@dfd.com) or submit in person to **Ms. Trinh Minh Nguyet and Ms. Tran Thi Huyen Trang.**

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