

Role Description

Senior Adviser (Phnom Penh)



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 10 offices in Asia, and 3 collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Corporate and M&A
- Banking and Finance
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation and Accounting

Position:

We are looking to recruit a **Senior Adviser** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Managing Director and Head 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
Location:	Phnom Penh, Cambodia

Main duties of the role:

- Undertake all activities typical of a senior adviser, including drafting of contracts (employment contracts and termination letters), letters of advice, legal opinions, and other legal instruments;
- Lead the labor sub-practice group, including managing advisory works, registration matters, labor due diligence exercises and labor disputes;
- 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;
- 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;

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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 internal and external trainings on legal matters, and
- Participate in and contribute to enhancing the Firm's 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.

Essential skills & experience:

- Holds a Master Degree of Law or a Bachelor of Laws with at least five years of relevant work experience with labor 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.

Desirable:

- Prior experience working at a professional service company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

Please contact:

Mrs. Sophie Balavoine

Email: Sophie.Balavoine@dfd.com

Phone/WhatsApp: +855 17 753 805

Link to our online job announcement: <https://dfd.workable.com/jobs/859287>

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 & Sophie.Balavoine@dfd.com or submit in person to Mrs. Sophie Balavoine.

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.