

Role Description



Senior Legal Adviser – Country Partner (Jakarta)

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
- Compliance and Investigation
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Employment
- 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.

Position

DFDL is now seeking to hire an experienced and talented individual for the position of a Country Partner/Senior Legal Adviser to join our team in Indonesia.

Reports to:	Head of the Indonesia Practice
Key internal relationships:	Partners, Senior Legal Advisers, Regional Legal Advisers and other staff in the Indonesia Office
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	February 2021
Applicants eligible:	Indonesian-law qualified professional residing in Jakarta
Location:	Jakarta, Indonesia

Main duties of the role

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

- Support the Mission, Values and Goals of the Firm and participate actively in the Firm's management as well as the successful implementation of strategic plans;
- Work with Management Team to communicate and promote the Firm to the most important audiences;
- Be committed to the best interest of the Firm as a whole;
- Undertake all activities typical of a senior legal adviser, including the drafting of advices, opinions and contracts (including share purchase agreements, subscription agreements and shareholders agreements), negotiating contracts and managing due diligence investigations;
- 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 consultants and provide constructive feedback as necessary;
- Supervise and provide leadership and coaching to more junior legal consultants, legal assistants and other staff;
- Participate actively in the Firm's business development efforts, including government relations, various chambers of commerce, business clubs and other relevant groups and contribute your expertise as Partner for the Firm's business development;
- Participate in knowledge management, professional development and Firm administrative activities as requested;
- Assist in the development of legal project management tools, resources and technologies, including software, templates, checklists, databases (including knowledge databases) and forms;
- Develop and present communications on legal project management successes for the Firm's internal and external communications, client pitches and marketing services;
- Other tasks not specifically listed in this document may be assigned from time to time.

Skills, Knowledge & Experience Required: ("Selection Criteria")

- 10-15 years of PQE and a significant experience in the Indonesian market;
- 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 ability to interact effectively and collaboratively both internally and externally;
- Demonstrates the ability to take initiatives and pay close attention to details;
- Honesty, reliability and a commitment to strict confidentiality; and
- Is self-motivated and committed to self-improvement.

Desirable:

- Outstanding commercial acumen;
- Team leader;
- Detail-focused and self-motivated approach;
- Excellent client relationship skills; and
- Prior Merger & Acquisition and related work experience or knowledge is an advantage.

Role Description

Senior Legal Adviser (Jakarta)



Contact Details

Applications should be submitted by email or by hand to:

Contact:

Regional HR Director	Malika Bendifallah
Email	Careers@dfd.com
Website:	www.dfd.com
Link to our online job announcement	https://apply.workable.com/dfd/j/DOCB70FF23/

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.