

<b>Position Information</b>	
Role title:	Senior Legal Adviser/Lawyer (Project Finance)
Basis:	Full Time, ongoing position, in DFDL Mekong's Laos office
Salary range:	(varying based on candidate capability)
Summary of duties:	<ul style="list-style-type: none"> <li>• Provide legal advice exclusively on behalf of the Firm and to clients of the Firm.</li> <li>• Undertake all activities typical of a legal adviser, including drafting of contracts, letters of advice, legal opinions, and other legal instruments.</li> <li>• Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices.</li> <li>• Supervise and provide leadership and coaching to more junior legal advisers, legal assistants and other staff.</li> <li>• Peer review the work of other Advisers and provide constructive feedback as necessary.</li> <li>• Initiate and participate actively in the Firm's business development activities, including government relations, various chambers of commerce, business clubs, and other relevant groups.</li> <li>• Participate in knowledge management, professional development, and Firm administrative activities as requested.</li> </ul>
<b>Essential Selection Criteria</b>	
Language skills:	English – Excellent written and spoken.
Qualifications:	<ul style="list-style-type: none"> <li>• University level qualifications in Law.</li> <li>• Member of a recognized Bar Association.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• 5+ years experience in Project Finance and Corporate Practice with a law firm or equivalent position, preferably a firm in South East Asia.</li> <li>• Experience in managing a team.</li> </ul>
IT skills:	Excellent IT skills are required for this position. This includes: <ul style="list-style-type: none"> <li>• Microsoft Office 2003 or 2007 – Word, Excel and Outlook</li> <li>• Internet researching skills</li> <li>• Windows XP, Vista, or 7 skills</li> </ul>
Technical skills:	<ul style="list-style-type: none"> <li>• Excellent technical knowledge of the laws and practices in their area of expertise in at least one jurisdiction (not necessarily the jurisdiction in which they will work for this position).</li> <li>• Good commercial skills, notably willing and able to play an important role in business development supported by the Partner and Firm's efforts in this field.</li> </ul>
Personal attributes:	<ul style="list-style-type: none"> <li>• Very good communication skills and ability to relate to people from a wide range of backgrounds.</li> <li>• Demonstrated problem solving, prioritizing, time management, team-building and organizational skills.</li> <li>• Client oriented attitude.</li> <li>• Willing and flexible to work in cross-cultural environment</li> </ul>
<b>Other Notes:</b> We are looking for candidates who are able to commit to working with DFDL for a minimum of 2 years. Relocation allowance, Insurance and culture and local language training, etc are provided.	
<b>Contact Details:</b> <b>Piseth Peng</b> , Regional HR Officer, E: <a href="mailto:Piseth.Peng@dfdlmekong.com">Piseth.Peng@dfdlmekong.com</a>	