

<b>Position Information</b>	
Role title:	Senior Legal Adviser/Lawyer
Basis:	Full Time, ongoing position, in DFDL Mekong's Vietnam 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>• Participate actively in the Firm's business development efforts, 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>	
Nationality:	Probably expatriate, but a very skilled local would be good too.
Language skills:	English – Excellent written and spoken.
Qualifications:	University level qualifications in Law Member of a recognized Bar Association
Experience:	Minimum 4 years, preferably 6-7 years experience with a law firm or equivalent position.
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.	
<b>Contact Details:</b>	

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