

JOB TITLE/ Chức danh: LEGAL ASSOCIATE	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i>	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ <p>Research, update, and advise on legal regulations, ensuring the Company complies with Vietnamese laws and international standards.</p> <p>Provide legal assistance, prepare documents, draft, translate, and review contracts for LNG projects.</p> <p>Manage records, reports, and ensure the legal entity structure complies with regulations.</p> <p>Work with internal departments and external legal counsel to ensure legal compliance.</p>	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ul style="list-style-type: none"> ➤ Regulatory Compliance: <ul style="list-style-type: none"> • Research and update legal knowledge and advise the Company's departments on regulatory matters, including environmental regulations, construction permits, energy licensing, general corporate and investment regulations as well as issues related to power and land use planning. • Monitor changes in energy law and policy affecting the energy industry and ensure the Company's compliance with Vietnamese law and international standards. ➤ Project Development Support: <ul style="list-style-type: none"> • Assist the Legal Director in providing legal guidance throughout the development phase of LNG project, from feasibility studies to construction and operation. • Assist other departments in the preparation of application documents for obtaining necessary permits, approvals and licenses for the Company's projects. • Assist Legal Director in drafting and reviewing project agreements, such as NDAs, ELs, LOIs, MOUs, Term Sheets, other agreements and project documents. • Translate all project documents and agreements (PPA, GCA, LNG SPA, EPC, TUA/LTA, LLA, LTSAs,...) from English to Vietnamese and vice versa. ➤ Corporate Housekeeping: <ul style="list-style-type: none"> • Assist the Legal Director in managing corporate governance matters, including the preparation and maintenance of corporate records, filings and reports. • Ensure the legal entity structure remains compliant with local and international laws. ➤ Team Collaboration: <ul style="list-style-type: none"> • Work closely with internal departments such as finance, project management, technical team and operations to ensure legal compliance in all business activities. • Coordinate with external legal counsel on specialized matters or litigation. 	

<p>Essential Qualifications/ Trình độ chuyên môn</p> <ul style="list-style-type: none">• Bachelor's or Master's degree in Law, preferably with a focus on energy, corporate, or investment law.• Minimum five to seven years of experience as a legal counsel, preferably in the energy sector or in-house at a large project development company.	<p>Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)</p> <p>➤ Knowledge:</p> <ul style="list-style-type: none">• Strong understanding of Vietnamese laws related to energy, foreign investments, land use and project finance.• Experience working with regulatory authorities and managing compliance with energy project regulations. <p>➤ Skills:</p> <ul style="list-style-type: none">• Excellent command of both English and Vietnamese (all skills: speaking, writing, listening, reading). Proficiency in Korean is a plus.• Ability to translate legal documents and agreements between English and Vietnamese.• Ability to work effectively both independently and as part of a multidisciplinary team.
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Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none">• Salary:	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none">• HCM city, Vietnam
Level <ul style="list-style-type: none">• Level:	Industry/ Ngành nghề: <ul style="list-style-type: none">• Real estate developer
Team size <ul style="list-style-type: none">•	Language/ Ngôn ngữ: <ul style="list-style-type: none">• English• Korean
Ghi chú cho người giới thiệu (quan trọng) <ul style="list-style-type: none">• .	