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| JOB TITLE/ Chức danh: GENERAL COUNSEL | Division/ Khối: |
| This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> • CEO • CFO | Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none"> • |
| Summary of Duties/ Tóm tắt nhiệm vụ <ul style="list-style-type: none"> • The General Counsel will serve as the legal advisor for the organization, providing strategic legal guidance and oversight for all business units. This role involves overseeing governance & compliance at the group level, supporting day-to-day legal operations, and acting as a key legal advisor for M&A, capital raises, investments, and other strategic initiatives. • Act as the primary legal advisor to the CEO, CFO, and Executive Committee on all legal matters affecting the organization. | |
| General Scope/ Phạm vi trách nhiệm | |
| Job Descriptions/ Mô tả công việc <p>Comprehensive Legal Service Provision:</p> <ul style="list-style-type: none"> • Direct the legal COE at the group level, ensuring robust support for BUs in all legal matters. Foster a culture of compliance and best practices across the organization. • Provide legal advice on various business unit issues, including contracts, disputes, and compliance. • Advise on potential legal implications during strategic meetings and decision-making processes. • - Lead initiatives to address legal and regulatory violations, delivering actionable recommendations for corrective measures. <p>Compliance and Regulatory Advisory:</p> <ul style="list-style-type: none"> • Lead the creation and implementation of compliance programs across all BUs to ensure adherence to relevant laws and regulations. • Monitor and communicate updates on legal regulations that may impact BU operations. <p>Lead M&A Legal Advisory (Retail, Manufacturing, Real Estate...)</p> <ul style="list-style-type: none"> • Provide strategic legal counsel to BOD on business decisions, focusing on risk assessments related to contracts and compliance. • Oversee due diligence processes for transactions, ensuring comprehensive evaluation of legal and regulatory risks. <p>Investment Advisory</p> <ul style="list-style-type: none"> • Provide insightful advice on investment opportunities and evaluate agreements to ensure they align with our strategic goals and protect the company's interests. • Legal Risk Management: • Develop and implement strategies to identify, assess, and mitigate legal risks associated with BU operations. <p>Dispute Resolution Support:</p> <ul style="list-style-type: none"> • Manage the resolution of legal disputes, ensuring effective representation in litigation and negotiations. | |

- Advise on dispute resolution strategies and represent the company in litigation as needed.

Contract Management:

- Oversee the review, drafting, and approval of contracts to safeguard the company's interests and ensure legal compliance.

Team Management and Development:

- Lead and develop the legal team, fostering a collaborative, high-performance culture supporting professional growth.
- Encourage teamwork and collaboration within the legal department and organization to align with business goals and objectives.

Essential Qualifications/ *Trình độ chuyên môn*

- Bachelor of Laws. A Master's degree or higher is preferred
- Licensure: Valid license to practice law in Vietnam, issued by the Ministry of Justice.
- Certification: Additional certifications in corporate law, compliance, or international business law are advantageous.
- Minimum of 12 years of legal experience, with at least 5 years as a General Counsel or in a similar role within a corporate environment or law firm.

Essential Attributes (Knowledge/skills requirements)/ *Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)*

➤ Work-related skills:

- **Legal Expertise:** Strong knowledge of corporate law, compliance, contract law, M&A (mergers and acquisitions), and dispute resolution.
- **Strategic Thinking:** Ability to provide strategic legal counsel aligned with business objectives.
- **Communication:** Excellent verbal and written communication skills, capable of conveying complex legal concepts to non-legal stakeholders.
- **Negotiation:** Proven negotiation skills with a successful track record in high-stakes situations.
- **Leadership:** Strong leadership and team management skills, fostering a collaborative and high-performance environment.
- **Project Management:** Experience in managing projects, ensuring timely and effective delivery of legal services.
- **Data Analysis and Reporting:** Skills in analyzing legal data and preparing reports for senior management and the Board.

➤ Soft skills:

- **Analytical Thinking:** Strong analytical and problem-solving skills, with attention to detail.
- **Risk Management:** Proficiency in identifying, assessing, and mitigating legal risks.
- **Adaptability:** Ability to thrive in a fast-paced, dynamic environment and adapt to changing legal landscapes.
- **Collaboration:** Proven ability to work effectively with cross-functional teams and external partners.

Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày: