

JOB TITLE/ Chức danh: HEAD OF CORPORATE LEGAL	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> CEO 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none"> Team members
Summary of Duties/ Tóm tắt nhiệm vụ	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ul style="list-style-type: none"> LEGAL REVIEW <ul style="list-style-type: none"> Negotiating, reviewing and drafting documentation for business transactions and prepare, advise on the necessary checklist to be adopted to ensure information is submitted on time Reviewing all contracts or any other documentation where the Company has committed itself and assess legal implications that need to be brought to the executive management’s attention Reviewing all contracts/ agreements with suppliers/contractor on daily activities of the company, especially FIDIC, and issue templates of contract to serve related departments’ use; providing legal advices to settle disputes Liaising with lawyers, clients, partners regarding to legal matters Attending Board Meetings, advise the Board of Management on the laws of Vietnam and ensure that the decisions made by the Board are in accordance to the law Maintaining company’s records and certificates in accordance to the current law. Update these records when necessary M&A AND COMMERCIAL DEALS <ul style="list-style-type: none"> Discuss and built the structure of trading real estate; drafting and issuing templates of deposit contract/ agree/ SPA and relevant documents which shall be signed with customers for selling real estate products in various form of project: housing, resort property, condominium, detached house, and coordinate with relevant departments to finalize the templates Researching and providing legal advices to the company and its subsidiaries and projects on relevant legal matters with respect to corporate, real estate development and projects Implementing procedures for business registration, licensing investment, construction permits and others for real estate projects COMPLIANCE & LEGAL CONSULTING <ul style="list-style-type: none"> Preparing and organizing company’s minutes and decisions in accordance to the company’s charter and current law of Vietnam Keeping up to date with changing legislation Monitoring, updating, synthesis, counseling issues related to regulations, guidelines and policies of the State relating to real estate, labor and corporate legal entities Participating in solving problems related to legal duties as assigned by the CEO 	

- Participating in the negotiation, drafting, commenting the resolutions of the Shareholders, the Board of Management, the legal documents, contracts, agreements, project documents of Company
- Handling disputes in the agency proceedings under the assignment / authorization of the CEO
- Joining dispute resolution, appeals (if any)
- Performing other functions when be required by CEO

Essential Qualifications/ Trình độ chuyên môn

- Bachelor's law degree is must

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

- Job competencies:
 - Advanced MS Office skills
 - Excellence English is must
- Other needed skills and knowledge:
 - In-depth knowledge of regulatory law, real estate, construction, housing law.
 - Ability to provide independent advice (orally and in writing)
 - Proven ability to delicately solve sensitive matters
 - Writes clearly and succinctly in an interesting and convincing manner. Structures information in a logical manner to facilitate understanding by the intended audience
 - Have understanding of foreign (international) laws, Enterprise Law, Real Estate Law and familiar with drafting corporate documents
 - Excellent in ability to communicate and present;
 - Time management skill
 - Well planning
 - Strong analytical and project management skills
 - Leadership

Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

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