

JOB TITLE/ Chức danh: DIRECTOR, LEGAL & SECRETARIATS	Division/ Khối: Project Development
This Position Reports to Báo cáo cho: <ul style="list-style-type: none"> Head of Division 	Positions Reporting to this Position Nhận báo cáo từ: Manage 2 teams (HCM&HN) <ul style="list-style-type: none"> 4 HCM (incl 3 Manager, 1 Admin) 5 Hanoi (incl 2 Manager, 2 Assistant Manager, 1 Executive)
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"> Leading Legal team nationwide to oversee and manage the legal affairs of the organization Establish the strategic direction, design and implement policies and procedures for the overall legal function for entire organization; ensure compliance with state laws, rules and regulations, industry and internal standards Plan and direct all aspects of an organization's legal affairs and ensuring maximum protection of its legal rights. To prepare and submit documents to the relevant governmental authorities in accordance with the procedures as set out by prevailing laws and liaise with the relevant authorities for approvals or granting certificates if required. Research, consult and advise the company's management in respect of legal issues as requested by the Management. Prepare, review and translate legal documents which are required by the Management. Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements. Develop and maintain policies and procedures, legal forms and contract templates. Be resourceful and provide legal advice to various departments as required. Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken. Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff. Involved in the assessment and engagement of external lawyers. Review progress of outstanding litigation and liaise with and manage external lawyers and other third-party service providers. Leads the defense of the organization in lawsuits and the prosecution of lawsuits on behalf of the organization against others. Follow and implement the Environmental Management System (ISO 14001) and the Environment, Health and Safety of the Company. 	
Essential Qualifications/ Trình độ chuyên môn <ul style="list-style-type: none"> BA degree in Law. Minimum 15 years of experience as a lawyer/ In-house lawyer/legal consultant. Experience in an international law firm is a plus. 	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) <ul style="list-style-type: none"> ➤ Knowledge: <ul style="list-style-type: none"> Have deep understanding and experience in real estate industry. Solid understanding of Corporate and Investment Law, Real Estate Law, and other related law.

	<p>➤ Skills:</p> <ul style="list-style-type: none">• Fluent in English and Vietnamese oral and written. Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters.• High teamwork spirit, entrepreneurial approach, and commitment to excellent quality standards.• Good planning and organization skills.• Strong analyzing and interpreting skills.
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Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày: