

<b>JOB TITLE/ Chức danh:</b> <b>LICENSING MANAGER</b>		<b>Division/ Khối:</b>	
<b>This Position Reports to</b> <i>Báo cáo cho:</i>		<b>Positions Reporting to this Position</b> <i>Nhận báo cáo từ:</i>	
<ul style="list-style-type: none"> <li>Licensing Director</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>	
<b>Summary of Duties/ Tóm tắt nhiệm vụ</b>			
The position ensures that real estate projects move forward without regulatory obstacles by securing necessary permits and maintaining compliance with all regulatory agencies.			
<b>General Scope/ Phạm vi trách nhiệm</b>			
<b>Job Descriptions/ Mô tả công việc</b>			
<ul style="list-style-type: none"> <li>In charge of project licensing and working with different Ministries and Departments to resolve legal issues arising from daily activities</li> <li>Assist the Head of Licensing in coordinating, preparing and reviewing the submission of project legal documents to obtain principal approval, master plan approval, investment license, basic/technical design, construction permit, LURCs.</li> <li>Support the Head of Licensing to work out the master licensing timeline for each package</li> <li>Assist the Head of Licensing in obtaining approval from the State Bank for remittance for VinaLiving Projects</li> <li>Handle paper works and work with Authorities in respect of real estate investment projects including master Plan Approval 1/500, Land allocation, Land price, etc.</li> <li>Coordinate and follow up with internal departments and the foreign and local consultants to ensure the provision of the drawings and submission documents as per schedule.</li> </ul>			
<b>Essential Qualifications/ Trình độ chuyên môn</b>		<b>Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)</b>	
<ul style="list-style-type: none"> <li>University Degree in business or related field</li> <li>A minimum of 7-8 years of professional experience in related field</li> </ul>		<ul style="list-style-type: none"> <li>➤ <b>Knowledge:</b> <ul style="list-style-type: none"> <li>Knowledge of laws and procedures for investment projects</li> </ul> </li> <li>➤ <b>Skills:</b> <ul style="list-style-type: none"> <li>Persistence, ingenuity in collecting information from each relationship (authorities, partners) to solve our own problems</li> <li>Outstanding verbal and written communication skills and negotiation skills are also required</li> <li>Travel on short notice will be required at times.</li> </ul> </li> </ul>	
<b>Approval/ Phê duyệt</b>		<b>Accepted by/Chấp nhận</b>	
		<p>-----</p> <p>Date/Ngày:</p>	

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<b>BENEFIT/ Lương, thưởng, đãi ngộ:</b> <ul style="list-style-type: none"> <li>Competitive salary based on experience and capability.</li> </ul>	<b>WORK PLACE/ Địa điểm làm việc:</b> <ul style="list-style-type: none"> <li>Ho Chi Minh City Viet Nam</li> </ul>
<b>Level</b> <ul style="list-style-type: none"> <li>Level: Manager</li> </ul>	<b>Industry/ Ngành nghề:</b> <ul style="list-style-type: none"> <li>Real Estate</li> </ul>
<b>Team size</b>	<b>Language/ Ngôn ngữ:</b> <ul style="list-style-type: none"> <li>Fluent in English</li> </ul>
<b>Ghi chú cho người giới thiệu</b>	