

JOB DESCRIPTION

Position Title	Sr. Legal Advisor	Company	
Direct Report	General Manager	Department	LCD
Position Grade	Senior Executive	Location	HCMC
Type of Employment	Labor contract		
JOB PURPOSE			
This position assists the oversight and management of legal and compliance office and for providing counsel and operation support on a board range of legal matters to ensure the maximum protection of company's legal rights and to maintain operation within the limits prescribed by law and internal regulations.			
JOB DUTIES /RESPONSIBILITIES <i>(List the essential job duties/ responsibilities that are specific to the position)</i>			
1	Ensure that all business activities of the company comply with the provisions of laws, internal regulations and regulations of oil and gas agreements in the assigned field.		
2	Be responsible for the legal contents of documents submitted to the General Director for signature upon request		
3	Appraise, review and propose amendments to the company's internal management processes and regulations		
4	Legal due diligence for the signing of contracts of the company as well as documents and records serving the company's production and business activities		
5	Take charge of drafting and developing internal management processes and regulations in the areas assigned to the department's responsibility or requested by the department's leaders.		
6	Develop and implement plans to disseminate law and specialized legal knowledge within the department/company		
7	Participate in the bidding process of the project/company. Be responsible for evaluation/appraisal of bidding packages as assigned by Manager of the department/company		
8	Monitor compliance with laws and internal regulations of the company		
9	Research, study and take charge of the regular update of the latest information on relevant legal documents		
10	Take charge of settling complaints, disputes and other legal issues arising during the Company's operation		
11	Actively handle and advise the Board of Directors and functional departments to handle legal situations arising in economic, civil, labor, insurance transactions, etc.		
12	Participate in negotiations and monitor the contract implementation in accordance with the company regulations, ensuring the legality; Participate in solving problems arising in the course of contract performance		

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13	Take charge of co-ordinating with outside counsel to handle with legal issue arising from Company's ongoing operations and activities.
14	Perform tasks assigned by Manager/Company.
GENERIC ACCOUNTABILITIES	
1	<p><u>Good Governance</u></p> <p>Enforce the implementation of applicable company procedures and guidelines and affect the compliance to statutory and legislative requirements.</p>
2	<p><u>HSE Policies</u></p> <p>Enforce the implementation of the objectives and provisions of the Health, Safety and Environment (HSE) policies and undertake appropriate mitigation and/or intervention programmes to safeguard business operations.</p>
3	<p><u>Company Culture & Internal Labor Regulation (ILR)</u></p> <ul style="list-style-type: none"> - Implement distinctive mindset, behavior and culture to achieve high work performance. Promote and instill high sense of Professionalism, Quality, Proactiveness, Openness and commitment that will contribute to operational excellence. - Enforce the implementation of the objectives and provisions of Internal Labor Regulation.
MAJOR CHALLENGES	
<ul style="list-style-type: none"> - Ability to meet deadlines and proactively and independently work well under pressure Ability to work under high pressure; - Multi-functional and able to cope up with diverse job demands; - Good command of communication and negotiation skills; - Hardworking, teamwork and result-oriented and enthusiasm; - Working & interfacing within a multi-cultural company. 	
QUALIFICATIONS/EXPERIENCES AND SKILLS	
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> - Degree & Qualifications: Bachelor in Law (HCM/HN University of Law, University of Economic – Law). - Having a law practice certificate or a master's degree in law is preferred. - English skill: IELTS 5.5, TOEIC 600 or equivalent; <p><u>Experiences</u></p> <ul style="list-style-type: none"> - At least 5-year working experience in legal and compliance area in a corporate legal environment or working at a law firm and/or E&P industry; - Experience in bidding, oil and gas is preferred; - Strong knowledge of the laws of Vietnam relating to corporate, investment, commercial, labor and Petroleum Laws. 	<p><u>Required Skills/Abilities</u></p> <ul style="list-style-type: none"> - Ability to work in detail and identify key issues in complex situations - Have ability to work independently and work under high pressure. - Strong analytical and problem-solving skills. - Excellent verbal and written communication. - Good research, logical thinking and analyzing skills. - Be able to inspire and motivate others towards common goals; - Proficient in Microsoft Office (word, excel, Outlook, PowerPoint) and Adobe Acrobat;