

# Legal Consulting Executive

Location: Hai Ba Trung District, Hanoi

Vacant: Experience from 01 to 05 years

## ABOUT US

Emerging Asia Insights & Consulting Services Company Limited (“EAIC”), a private firm established in 2018, provides management and consulting services to support its multinational clients on their projects and investment in Vietnam. We advise organizations from the initial planning stage to full execution management. We leverage our network of advisors, consultants and strategic alliance partners for domain and functional expertise. Our on the ground team provides immediate support to both our domestic and international partners.

EAIC is looking to add a full-time Legal Consulting Leader to develop the legal and compliance procedures of the company and lead the setup, build and development of the legal practice team to provide legal consulting services and legal project management services for its client projects.

## JOB DESCRIPTION & REQUIREMENTS

The role’s first priority is to support on coordinating **in-house legal matters** of the Company.

The role’s secondary priority is to work on **legal consulting** and legal **project management services** to support external clients on energy and infrastructure strategy, environment, and development projects.

In the capacity of providing legal consulting services, the Legal Services Practice will advise client projects on legal research and strategic solutions on the regulatory processes including permits, licenses, approvals, and other policy requirements in compliance with Vietnam Law and in accordance with international best practice.

In the capacity of providing legal project management services, the Legal Services Practice team will agree with the respective client projects on the work plan, budget and the required consultant manpower resources to project manage and coordinate engagement with stakeholders, both foreign and Vietnamese.

The Legal Services Practice team will regularly engage project stakeholders including the project sponsors, policy makers, regulators, consultants, advisors, lawyers, accountants, contractors, suppliers, and financial institutions, both foreign and Vietnamese.

The role's initial external engagement is to implement the legal consulting and project management services for a multi-billion-dollar energy project investment (the "Project") backed by a consortium of world-class companies in the energy sector approved in the power development plan.

At the discretion of the Company and subject to the satisfactory capability and adequate capacity of the candidate, the role will be expanded to include other projects.

**Key Responsibilities:***Legal Consulting:*

- Research on relevant policies and provisions under Vietnamese law
- Work on checklists of legal requirements for client projects including pre-feasibility, feasibility and other permitting matters
- Work on preparation and review of contracts for company and client projects
- Work on preparation and implementation of compliance requirements
- Liaise and coordinate with law firms and legal consultants for legal advisory engagements

*Legal Project Management Services:*

- Work on preparation of project schedule and work plan according to Work Breakdown Structure (WBS) under instruction
- Work on preparation of project budget and resource requirements according to Cost Breakdown Structure (CBS) under instruction
- Work on preparation of project organization team responsibilities and execution plan (resource planning, RACI matrix etc.) under instruction
- Work on implementation and execution of legal coordination and legal consulting activities
- Monitor project activity deliverables by third-party contractors, subcontractors, and legal team
- Provide periodic update reports to client projects

*Business Development:*

- Support commercial team on legal content for proposals, bid documents and scoping requirements under instruction
- Build presentations and present on legal services capabilities under instruction
- Liaise with law firms, legal advisors, and consultants to develop database of potential sub-contractors under instruction
- Coordinate with regulators and policy makers on licensing, permits, approval requirements of Vietnam Law including pre-feasibility studies, feasibility studies and technical studies under instruction

**Skills and Qualifications:**

- Undergraduate degree, preferably in law or government administration
- 1 - 5 years of legal, consulting or project development experience preferably in infrastructure, energy, construction, environment, real estate, finance, investment, or related field
- Project management, planning and budgeting experience, certifications preferred
- Experience in project management software, Oracle Primavera and Aconex preferred
- Proficient knowledge of Microsoft Office software with strong Excel skills
- Excellent organizational skills, attention to detail and ability to meet deadlines
- Basic knowledge of energy sector fundamentals (including project development, connectivity, energy markets, utilities, interconnection, permitting, and contracting)
- Understanding of environment sector (waste management) is a plus
- Passion for economic, infrastructure, energy development and environment preferred
- Excellent oral and written communication skills, including interpersonal communication skills and assisting in the preparation of executive management presentation materials
- Self-motivated, very self-reliant, and capable of operating with minimum supervision
- Strong time management skills with comfortability managing multiple priorities in a fast-paced environment
- Flexibility to work overtime and travel to different sites.

## **WORKING CONDITIONS & BENEFITS**

- Monthly salary: \$600 - \$750
- Office hours: 9:00am – 6:00pm, from Monday to Friday
- Leaves: Annual leaves and public holidays as regulated by Labor Code
- Nice office located at the center of Hanoi
- Young and dynamic colleagues; a team that is reliable and willing to listen and engage with every team member.
- Professional and friendly working environment.
- Opportunities to advance quickly and fast track your career.
- Competitive compensation and benefits package.
- Opportunity for promotion to Legal Consulting Team Leader.

## **HOW TO APPLY**

- Email: Send your CV to [recruitment@eaicservices.com](mailto:recruitment@eaicservices.com) by September 23, 2022
- Website: <https://www.eaicservices.com/>