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## JOB DESCRIPTION – ASSOCIATE (LEGAL)

<b>Position Title:</b>	Associate (LEGAL)
<b>Position Description:</b>	Full-time
<b>Main place of work:</b>	Hanoi, Vietnam

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### BACKGROUND

GH Consults LLC (“GHC”) is a corporate advisory firm specializing in Vietnamese regulations and economic policy. We help our clients successfully navigate the unique contours of the Vietnamese business and policy environment in order to make strategic and well-informed business decisions.

GHC is seeking an Associate (Legal) to join its team and take an active role in execution and management of advisory projects. The primary role of the post is to provide technically sound legal advice and support on a range of legal issues encountered by GHC’s Client in the course of business.

### KEY RESPONSIBILITIES

An Associate at GHC will work closely with project manager and other team members to execute and manage advisory projects including:

- > **Litigation project:** Development of complaint dossiers and support the Client during the litigation process;
- > **Compliance support:** Review and assessment of compliance issues encountered by the Client and formulate strategy and plan to mitigate compliance risks; legal training
- > **Licensing project:** Support the Client in review, revision, and development of documents required by law
- > **Other project** and firm development works as required.

### EMPLOYEE BENEFIT PACKAGE

- > Salary: Base-salary subject to adjustment per your annual performance review
- > Annual Bonus: Entitled to an annual bonus which is primarily calculated in reference to your contribution to the firm’s business performance. Such bonus shall be payable at the end of year where the Employee has worked for 12 months, and be calculated pro rata to the period worked if such period is less than 1 year. The employee shall be liable for any personal income tax payable on the bonus.
- > Insurance: Social, Health and Unemployment Insurance
- > Paid leave: Annual leave entitlement of 12 days

### EDUCATION AND PROFESSIONAL CERTIFICATION

- > Having a legal background in commercial or economic or international trade laws
- > Holding a Lawyer Practicing Certificate is an advantage

### KEY COMPETENCIES

- > Effective team management and leadership
- > Excellent writing skill
- > Fluent in English (spoken and written) and Vietnamese

### WORK EXPERIENCE

- > Minimum 3 years of professional experience in legal practices and/or policy development
- > Experience with law enforcement bodies is an advantage

### APPLICATION

GHC is wholly committed to creating an inclusive and inspirational culture where all our employees are valued, motivated and able to make the most of their skills qualities and points of difference and, most importantly, be themselves. We are supportive of a range of working arrangements, tailored to you as an individual, wherever possible.

To apply for this Associate position at GHC, please send a cover letter and your CV enclosed with copies of relevant qualifications and certificates to: [info@ghconsults.vn](mailto:info@ghconsults.vn). GHC will contact short-listed applicants to schedule an interview(s) with our management shortly.