

KIM Vietnam Fund Management Co., Ltd.

Unit 1807 18th Floor, mPlaza Saigon, 39 Le Duan Street, Ben Nghe Ward, District 1, Ho Chi Minh City

Job Title:	Legal Officer	Date:	
Department/Group:	Internal Control and Legal ("IC&L")	Report to	Internal Control and Legal Team Leader
Location:	Ho Chi Minh City	Travel Required:	N/A
Level/Salary Range:	15,000,000 – 25,000,000 VND	Position Type:	Full Time

Job Description

Overall: Providing overall legal expertise and support on legal issues relating to the functions, structures and activities of KIM Vietnam Fund Management Co., Ltd. and support management on issues pertaining to legal and regulatory framework and monitor compliance with legal and regulatory corporate governance requirements.

Responsibilities:

- (1) Advising on all legal matters that may arise in Company's operations.
- (2) Drafting and reviewing contracts, agreements, and other legal documents.
- (3) Developing, implementing, and reviewing internal policies and procedures to ensure that they are in accord with the applicable legislation.
- (4) Communicating and negotiating with internal and external parties (regulators, external counsel, public authority etc.).
- (5) Clerical works: Direct assistance, scheduling appointments and organizing and maintaining all legal documents kept on-site, etc.
- (6) Carry out any other duties according to request of IC&L Team Leader from time to time.

Requirements and skills:

- (1) A minimum of 2 years legal work experiences.
- (2) Bachelor of Laws degree.
- (3) Excellent knowledge and understanding of corporate and procedures.
- (4) Excellent writing skills.
- (5) Fluent in spoken and written English.

Compensation and Benefits:

- (1) 14 months salaries package.
- (2) Bonus based on performance up to 60% annual gross salary.
- (3) Private insurance (Bao Viet Tokyo Marine or relevant insurer)
- (4) 12 annual leaves.
- (5) Lawyer membership fee covered.
- (6) Other allowances based on the Company's welfare regulations.