

- Position: **Legal and Compliance Counsel**
- Department: Legal and Compliance Department
- Work location: Mekong Securities
9/F, 9 Dinh Tien Hoang Street, District 1, Ho Chi Minh City
- Positions: 1
- Job Description: Reporting to Head of Legal and Compliance Department and the Chief Operating Officer, the Legal and Compliance Counsel is responsible for legal and compliance issues to ensure smooth operation of the company
- Key Accountabilities:
 - Legal:
 - Assisting the Head of Legal and Compliance Department on legal issues and rendering Secretarial services to the Board of Management;
 - Analyzing, researching and summarizing legal information as well as collecting information for the preparation of legal documents;
 - Working with the Investment Banking Department on deal structure, drafting legal documents for investment banking transactions as well as involving in the negotiation process;
 - Advising and drafting legal documents and/or preparing the legal segment of documents related to equities acquisition, enterprise restructure, new business setup and equitization;
 - Handling other duties assigned by the Head of Legal and Compliance Department.
 - Compliance:
 - Overseeing and monitoring the implementation of the corporate policies and local regulations;
 - Coordinating internal compliance review and monitoring activities, including periodic reviews of all departments.

- Skills and experience requirement:

- Be a law graduate with a minimum of 2 years relevant experience, preferably gained in an international law firm or legal department of an international corporation in Vietnam;
- Possess Vietnamese law practice such as Vietnamese investment, corporate and commercial law;
- Be thorough and detail oriented, and have solid commercial experience and good drafting skills;
- Fluency in Vietnamese is mandatory and English is a distinct advantage.

- Starting date: Immediately

- Salary: Excellent package to attract the best

- Education required: Graduated from Law or Economics University