

## **JOB DESCRIPTION**

**Job Title:** Senior Legal Counsel

**Department:** Legal

**Location:** Ho Chi Minh City, Vietnam

**Reports to:** Managing Director

### **Job Purpose**

The Senior Legal Counsel will provide comprehensive legal support across all judicial and non-judicial matters, focusing on contractual activities within oil & gas operations and related value chains. The role also supports emerging business areas such as agribusiness and carbon-offset activities, ensuring full legal compliance and effective risk management in a multi-jurisdictional environment.

### **Key Responsibilities**

- Provide legal advice and support on all corporate, commercial, and regulatory matters impacting the Company's operations, with a primary focus on contractual matters within the oil & gas sector.
- Lead the drafting, negotiation, and review of complex commercial agreements, including long-term supply and offtake agreements, MoUs, and project-related contracts.
- Ensure compliance with applicable local and international laws, regulations, and industry standards.
- Identify legal risks and propose practical, business-oriented mitigation strategies.
- Support activities related to agribusiness and carbon-offset initiatives where applicable.
- Manage and coordinate external legal counsel, ensuring quality, timeliness, and alignment with business objectives.
- Maintain proper legal documentation, records, and contract lifecycle management systems.
- Provide legal support across internal departments such as Finance, Tax, Procurement, and HSE.
- Liaise with regulatory authorities and relevant stakeholders to support compliance and operational requirements.
- Support corporate governance and company secretarial matters in alignment with internal policies and statutory requirements.
- Monitor legal and regulatory developments and advise internal stakeholders accordingly.

## **Health, Safety and Environment (HSE)**

- Comply with all Company HSE policies, procedures, and standards.
- Promote a strong safety culture and ensure adherence to environmental and operational regulations.
- Report incidents, unsafe conditions, or non-compliance in a timely manner.
- Ensure contractors comply with applicable HSE standards and regulations.

## **Main Interfaces**

### **Internal:**

- Legal, Finance, Tax, Procurement, HSE, and other cross-functional teams

### **External:**

- Government authorities, regulators, external legal advisors, business partners, and project stakeholders

## **Qualifications and Experience**

- Bachelor's degree in Law from a recognized university (LL.M or equivalent is an advantage).
- 5–9 years of relevant experience (strictly within this range).
- Proven experience in the oil & gas sector with a strong focus on contractual matters (excluding profiles primarily focused on M&A or project finance).
- Experience working in multinational corporations or reputable law firms is preferred.
- Exposure to agribusiness or carbon-offset activities is a strong advantage.
- Admission to practice law in Vietnam is a plus.
- Experience working across civil law and common law systems is preferred.

## **Required Competencies**

- Strong negotiation and contract management skills.
- Excellent communication skills in both English and Vietnamese (spoken and written).
- Strong analytical thinking and problem-solving capability.
- Ability to work independently and manage multiple priorities in a dynamic environment.
- High level of integrity and professional ethics.

- Strong interpersonal and stakeholder management skills, with cross-cultural awareness.
- Proficient in Microsoft Office and legal documentation tools.

### **Additional Requirements**

- Willingness to work full-time in Ho Chi Minh City.
- Ability to operate effectively in a fast-paced, multinational environment.
- Business-oriented mindset with the ability to support commercial objectives.