

JOB DESCRIPTION

General Information:

Job Title:	Legal Manager
Company Name:	Indochina Kajima Development
Report to:	General Director and Executive Officers appointed by the Board
Department:	Legal
Working Location:	Ho Chi Minh City

Job Summary

Together with Legal Team to advise the Management Team on all legal aspects and take the lead in dealing with legal issues during the acquisition, development and operation of real estate projects of the Group.

Company General Introduction

Indochina Kajima Development Ltd. (ICC-Kajima), a Joint venture between Indochina Capital and Kajima Corporation, aims to develop build on the success and impressive track record of the two companies, developing quality and innovative real estate projects throughout Vietnam. Indochina Capital Corporation is one of Vietnam's leading real estate, investment and financial services firms. Indochina Capital and its affiliates have a countrywide footprint with offices in Hanoi, Danang and Ho Chi Minh City. Kajima Corporation, headquartered in Tokyo Japan, has been established for 176 years. The corporation is currently one of the big four Japanese contractors and the largest Japanese overseas real estate developer. Its stock is listed and traded on Japan's four leading exchanges and is one of the stocks that constitute the Nikkei 225 Index. The joint venture real estate platform focuses on developing accommodation themed projects while maintaining unwavering commitment to architectural excellence, environmental sustainability and social responsibility. ICC-Kajima is committed to bring exceptional value to its partners, customers, investors, and the community.

Website <http://indochinacapital.com/icc-kajima/>

Key Responsibilities

- Working on the legal due diligence of real estate projects for acquisition purpose;
- Drafting, reviewing, negotiating legal terms and conditions of agreements in relation to real estate projects with the partners;
- Administering the signed contracts and settling all important contractual matters raised (if any);
- Working with project in-charged members and the local government officers to obtain the investment approvals and enterprise establishment required for the real estate projects;
- Working with the professional advisors and State agencies (when required) on issues raised during the acquisition, development and operation of real estate projects;
- Working with the project development team in drafting, reviewing and preparing documents and agreements required during the development and operation of real estate projects;
- Administering the filing of legal and corporate documents of the companies;

- Keeping up to date with changing legislation;
- Carrying out other tasks when assigned by other Departments or the Board of Management.

Qualifications & Experience

- Graduated from Law University, Master Degree is preferable;
- Familiarity and expertise in the areas of Real Estate, Corporate, Banking and Finance laws;
- Solid understanding of Land Law and Enterprise Law;
- Fluency in Vietnamese & English (Spoken & Written);
- Good computer skills (Word, Excel, PowerPoint, Outlook);
- Strong analytical thinking and technical skills
- Taking initiatives in dealing with the assignment;
- Careful, detailed and organized personalities;
- Comfortable dealing with both foreigners and investors;
- Flexible and ability to work under intense pressure;
- Minimum of 5 year experience, particularly in drafting economic contracts and legal documentation for real estate projects.

Version 2: Updated 12 June 2018