

## **Senior Analyst, Internal Quality Assurance, Research & Client Affairs, Vietnam (Foreign National)**

Vriens & Partners is Southeast Asia's leading government affairs consultancy, with 70 consultants and 30 senior counsellors across 8 offices in cities around the region. We deliver nuanced and effective government affairs strategies built on trusted relationships with the highest levels of government, and with stakeholders along the entire policymaking chain.

The firm provides independent, strategic analysis and risk assessments of the political, regulatory and economic developments around Southeast Asia. Our consultants are Asia experts with extensive experience providing analysis and counsel on issues that companies and organizations face in a diverse and challenging region.

Vriens & Partners is seeking an experienced individual for a full-time position in Hanoi, Vietnam to support the headquarters office in Singapore. The role will involve working alongside our government relations specialists supporting the development of analytical products and regular updates to our clients as well as conducting desk research on international best practices, domestic policy and other issues relevant to Vriens & Partners' clients. The ideal candidate will have a deep interest in regulatory and economic issues in Vietnam, possess extremely strong communication skills, including editing experience, and be able to carry out English-language desk research on a wide variety of issues.

### **Primary Responsibilities:**

- Support the headquarters office by:
  - Assisting senior Vriens & Partners' consultants in managing clients' needs and developing analytical reports, updates, and other client deliverables;
  - Leading on quality assurance for key client communications and project deliverables, including, as necessary, editing responsibilities;
  - Leading on development of policy and regulatory updates produced for internal use and distribution to selected clients;
  - Carrying out English language desk research on a variety of economic issues;
  - Supporting engagement with clients' in-country teams and regional executives;
- Contribute to the growth of the office and the firm as a whole;

### **Qualifications:**

- At least three years working experience, experience as an analyst or editor required;
- Extremely strong communication skills with an emphasis on clear and concise writing;
- Excellent organizational skills and ability to handle multiple tasks; strong attention to detail;
- Idiomatic written English abilities required;
- Academic background in Political Science, Journalism, Public Policy or Economics;
- Willing to work in high-pressure, short-deadline situations; willingness to work beyond business hours if needed.

### **Additional Information:**

- Schedule: Monday – Friday (full time) with understanding that weekend/urgent overtime work will be required on a periodic basis.
- Travel: Occasionally

Interested candidates should send their applications to [careersvn@vrienspartners.com](mailto:careersvn@vrienspartners.com) and indicate the position being applied for in the subject line.

Please include a cover letter and current resume.