

## SENIOR ANALYST, VIETNAM

### Research & Client Affairs *Vietnamese or Foreign National*

Vriens & Partners is the leading government affairs and political risk consulting firm in Southeast Asia. We are headquartered in Singapore, with offices in Myanmar, Thailand, Vietnam, Indonesia, Malaysia, the Philippines, and Cambodia. We employ over 80 people of more than ten nationalities and offer our consultants a challenging and dynamic working environment and exposure to multiple sectors, in a growing advisory firm. Our clients are multinationals, business associations, and non-governmental organizations.

We are seeking a **Senior Analyst** to join our growing team in Hanoi, Vietnam on a full-time basis. The role will involve managing research and advocacy projects, supporting client activities, and assisting in firm development.

The ideal candidate should have consulting experience, with proven skills in project management and client relationship development. They will have a deep interest in regulatory and economic issues in Vietnam; a strong network of policy contacts inside and outside of government; and experience managing small teams focused on outcomes. Strong communications, organizational, and client service skills are a must as is experience working in Vietnam at a managerial level.

#### Primary Responsibilities:

- Support the headquarters office by:
  - Assisting senior Vriens & Partners' consultants in addressing client needs and providing monitoring updates on regulatory issues;
  - Carrying out desk and primary research on a wide variety of political and economic issues and policies and drafting research reports and other analytical products;
  - Establishing & maintaining relationships with key stakeholders within the government, private sector, and other relevant sectors;
  - Monitoring & analysing media reports and regulatory developments;
  - Supporting the firm's media engagement work by building and maintaining relationships with key journalists and media contacts;
  - Supporting engagement with clients' regional and global executives; and
  - Facilitating client communication with government ministries including both verbal and written translation support;
- Contribute to the growth of the office and the firm as a whole;

#### Qualifications:

- At least four years of work experience. Two years' experience as a consultant or policy analyst preferred;
- Good understanding of government systems and structures in Vietnam;
- Experience in government relations or public policy roles preferred;
- Excellent organizational skills and ability to handle multiple tasks; strong attention to detail;
- Strong English abilities, verbal and written; excellent analytical skills and sound judgment
- Academic background in Political Science, Law, Journalism, Economics, or International Relations;

#### Additional Information:

- Schedule: Monday – Friday (full time) with understanding that weekend/urgent overtime work will be required on an occasional 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.