

ANALYST, VIETNAM

Research & Client Affairs

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 an **Analyst** to join our growing team in Hanoi, Vietnam on a full-time basis. The role will involve research work, supporting client activities, and assisting in firm development.

Position

The Analyst will work alongside our government relations specialists, supporting client activities and events, and researching the regulatory and economic landscape in Vietnam. The ideal candidate will have a deep interest in the regulatory environment in Vietnam; be able to carry out research on a wide variety of issues; possess strong communication abilities in both English and Vietnamese; and have good organizational and client service skills as well as a readiness to learn. Candidates with the ability to convey complex ideas clearly in writing will be prioritized.

We expect the candidate to be an adept analytical thinker, with well-honed skills in synthesizing complex information, drawing conclusions, and translating them into action. Clearly communicating plans of action to international professionals will be part of your daily work.

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;
 - Monitoring & analysing media reports and regulatory developments;
 - 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:

- 2-3 years of work experience. Experience as an analyst preferred;
- Very strong English and Vietnamese writing abilities; excellent analytical skills and sound judgment;
- Excellent organizational skills and ability to handle multiple tasks; strong attention to detail;
- Academic background in Political Science, Journalism, Economics, or Public Policy;
- Ability to thrive in high-pressure, short-deadline situations; willingness to work beyond business hours when needed;

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 and indicate the position being applied for in the subject line. Please include a cover letter and current resume.