

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

Analyst, Research & Client Affairs, Vietnam

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, Cambodia and Washington DC employing over 115 staff from over 10 nationalities, as well as 50 senior advisors. We offer our consultants a challenging and dynamic working environment and exposure to multiple sectors. Our clients are multinationals, business associations, and non-governmental organizations.

Vriens & Partners is seeking an **Analyst** to join our growing team in Hanoi, Vietnam on a full-time basis.

Position

The Analyst will support various aspects of research, monitoring, and internal firm work. They will work alongside our senior consultants to support client policy initiatives, monitor policy developments, and conduct research on the regulatory and economic landscape in Vietnam. The ideal candidate will have a deep interest in Vietnam's regulatory environment; 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.

A strong ability to identify relevant information, credible sources, and produce written output in a clear and concise manner is necessary. We expect the candidate to address various research requests with a high degree of competency and organization. Engagement with government agencies and relevant stakeholders, drafting and preparing briefing kits, monitoring and analytical reports, presentations, and meeting notes, will be part of your daily work.

RESPONSIBILITIES

- 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 policy, regulatory and economic issues.
- Drafting research reports and other analytical products.
- Monitoring and analysing media reports and regulatory developments.
- Supporting engagement with clients' regional and global executives.
- Facilitating client communication with government ministries including both verbal and written translation and interpretation support.
- Contributing to the growth of the office and the firm as a whole.

QUALIFICATIONS

- 2-3 years of work experience. Previous experience in public policy preferred.
- Broad knowledge of the function, structure, and protocol of the Vietnamese Government.
- Strong English and Vietnamese writing abilities.
- Good analytical skills and sound judgement.
- Proactive, with excellent attention to detail, organizational skills, and ability to handle multiple tasks.

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

- Academic background in Political Science, Journalism, Economics, or Public Policy preferred.
- Ability to thrive in high-pressure, short-deadline situations.

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