



PR/094339 | [English speaker] Researcher / Senior Officer for Japanese Cooperation Hanoi

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1506681

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 11:16

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

A Japanese Cooperation Hanoi Representative Office is looking for a Researcher/ Senior Officer

Job Responsibilities

Liaison Role: Serve as a core liaison with the Vietnamese government and state-owned enterprises, ensuring smooth communication and relationship management.

Client Understanding: Stand at the forefront to understand client organizations' true intentions, sentiments, and backgrounds, providing accurate feedback, advice, and recommendations to the team.

Information Requests: Respond promptly to information requests from headquarters related to project formation and existing loans, coordinating with local counterparts for accurate data.

Meeting Coordination: Arrange and coordinate meeting schedules and locations, ensuring all logistical aspects are managed efficiently.

Communication Preparation: Prepare necessary letters and follow-up communications to maintain clear and effective communication channels.

Interpretation Services: Provide English-Vietnamese interpretation during meetings, ensuring accurate translation of nuanced meanings and politically correct phrasing when possible.

High-Level Meeting Coordination: Organize and coordinate high-level meetings between senior management and top Vietnamese government officials (Prime Minister, Ministers, Vice Ministers).

Information Collection: Collect and analyze daily news and updates from various sources, including open sources and non-public information obtained through personal connections.

Insightful Reporting: Provide high-value insights on incidents, their backgrounds, and future implications to inform strategic decisions.

Political Updates: Monitor and report on updates regarding key Vietnamese government officials, including their relocation and changes in stance.

Regulatory Trends: Track and analyze trends in Vietnamese electricity regulations and international responses, providing detailed reports.

Research Requests: Respond to research requests from expatriates on various topics such as politics, economy, industry, and energy, ensuring comprehensive and timely responses.

Administrative Tasks: Prepare and submit regular activity reports, update licenses, and coordinate with private consulting firms for research reports, meeting arrangements, and contract renewals.

Job Requirements

Advanced English Proficiency

Experience with Vietnamese Government

Knowledge of politics, electricity, and energy.

Understanding of Japanese organizational and corporate culture.

Possess dignity to act for Japan-Vietnam cooperation beyond personal interests, gain trust, and build long-term relationships.

Professional mindset: Proactively collects, analyzes, and shares information within their area of responsibility.

##LI-JACVN

Company Description