



PR/095450 | Researcher / Senior Officer

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1569724

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 06:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

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

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Company Description