



General Associate

Ho Chi Minh City/Hanoi City · Full-time · March 2026

Job Title	General Associate	Reports To	Consultant
Location	Ho Chi Minh City/Hanoi City	Position Type	Full-time
Salary Range	16–25M VND / month gross	Posting Expires	31 March 2026
HR Contact	lucy.hoang@clickableasia.com	Travel Required	Yes

To apply: email careers@clickableasia.com with subject "General Associate – Your Name", attaching your English CV and cover letter. This position will not sponsor a visa or work permit.

About Clickable Impact

Clickable Impact is a 25-person, mission-led consulting firm that helps clients across Asia contribute to green and inclusive growth. We manage large contracts for the Asian Development Bank, World Bank Group, and other leaders in development finance. Our size lets us move fast; our work shapes significant agendas in private sector development, sustainable finance, climate technology, and sustainable tourism.

Role Overview

This role supports our Consultants and Senior Consultants in preparing research and analysis, as well as coordinating projects (both client engagements and new business proposals). You will contribute to desk research, analytical work, and other deliverables while assisting with project management tasks, including timelines, documentation, and internal coordination.

While the role primarily operates behind the scenes and under close supervision, your work is essential in maintaining the rigor and quality of the firm's consulting projects. This position offers early-career professionals the opportunity to develop strong research, analytical, and organizational skills, with a clear progression path toward the Consultant role as you gain experience and demonstrate increasing independence.

Key Responsibilities

Research & Analysis

- Conduct desk research to gather data, insights, and relevant information to support consulting projects.
- Analyze qualitative and quantitative information to identify trends, key findings, and implications.
- Prepare research summaries, briefing notes, and analytical materials to support Consultants and Senior Consultants.
- Ensure research outputs are accurate, well-structured, and supported by credible sources.

Writing & Knowledge Support

- Assist in drafting reports, presentations, and internal documentation in English and Vietnamese.
- Support the preparation of project deliverables, including data compilation and content formatting.
- Contribute to internal knowledge resources and documentation of research findings.

Project Coordination

- Support project management coordination tasks, including tracking timelines, subcontractor delivery, and milestones.
- Maintain organized project documentation and research materials.
- Assist with meeting preparation, note-taking, and internal follow-up actions.
- Support logistical coordination for project-related activities when required.

Team & Client Support

- Work under the supervision of Consultants and Senior Consultants on assigned tasks.
- Participate in internal discussions and project briefings to understand client needs and project context.
- Occasionally attend client meetings as an observer to gain exposure to consulting work and client engagement.

How We Will Measure Your Success

Performance will be evaluated based on:

- **Research quality** (accuracy, depth of analysis, and clarity of outputs).
- **Deadline adherence** for assigned tasks and project deliverables.
- **Rework rate** on research outputs and documentation.
- **Professional conduct and teamwork** in supporting Consultants and project teams.

Regular feedback sessions will be conducted to support professional development and continuous improvement.

Career Development

The firm is committed to developing strong consulting talent through a structured progression pathway:

General Analyst → Associate → Consultant → Senior Consultant

Requirements

A note on English: this is not a tick-box requirement. We need someone whose written English is genuinely excellent—clear, precise, and compelling. If writing is not one of your strongest skills, this role is not the right fit.

Education & Experience

- Bachelor's degree in Business, Economics, Public Policy, Social Sciences, Communications, or related fields. Having a Master's degree is an advantage.
- Strong academic background with demonstrated research and analytical capability.
- 3–5 years of professional experience.
- Experience in research, analysis, or project coordination.

Skills

- Strong desk research capability and ability to synthesize information from multiple sources.
- Good, clear, and structured speaking and writing ability in English and Vietnamese.
- Strong attention to detail and organizational skills.
- Ability to manage multiple tasks and meet deadlines.
- Proactive communication and willingness to learn.

Advantageous

- Familiarity with the international development sector (ADB, World Bank, bilateral donors).
- Experience writing long-form English content: reports, proposals, or thought-leadership pieces.
- Comfort using generative AI tools to accelerate research and drafting—and the judgement to know when not to.

What We Offer

- **Mentorship & learning:** You will work closely with Consultants and Senior Consultants and develop strong research, analysis, and project coordination skills.
- **Early exposure to consulting work:** Contribute to real projects and learn how consulting engagements are structured and delivered.
- **Meaningful impact:** Our work supports green and inclusive growth across Asia. You will gain insight into the substance and impact of our projects.
- **Compensation:** 16–25 million VND per month gross, based on experience and skills.
- **Team culture:** A close-knit team of 25 where your contribution is visible and your perspective is welcome.

How to Apply

Send your English CV and a one-page cover letter to careers@clickableasia.com with the subject line "Associate – Your Name."

In your cover letter, do two things: describe a successful project that you have worked on; and write one paragraph—in your own voice, not boilerplate—about why this role is the right next step for you. We will be reading for how well you write.

Selection Process

- **Screening call:** Culture fit and career goals (30 minutes).
- **Written exercise:** A 48-hour take-home assignment designed to evaluate desk research skills and writing proficiency.
- **Interview:** With Senior Consultant and Chief of Staff
- **Final interview:** With the Managing Partner.

We review applications as they arrive and aim to complete the process within four weeks. We look forward to meeting candidates who are ready to build the next chapter of their career at Clickable Impact.