

VRIENS & PARTNERS

CONSULTANT, GOVERNMENT AFFAIRS, SINGAPORE

Official Title: Senior Analyst or Associate

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. Our clients are major multinationals, business associations, and non-governmental organizations.

We employ over 70 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.

We are seeking a Senior Analyst or Associate to join our team in Singapore on a full-time basis. This candidate will be an effective analyst, project manager and client manager, and possess strong communication and organizational skills, and team orientation in a cross-cultural setting.

Primary Responsibilities:

- Support senior consultants with the execution of client work
- Conduct primary source and desktop research on a wide variety of regulatory, policy and economic issues
- Assist with the preparation of analytical reports, presentations and client proposals
- Participate in presentations to clients, as required by senior consultants
- Assist with the management of third-parties, including for the organization of events, as required.

Qualifications:

- Singaporean or Singapore Permanent Resident, with a Bachelor's Degree preferably in Political Science, Economics, Journalism, History or International Relations
- 3 to 5 years relevant work experience, preferably in government, journalism, public affairs consulting, or think tanks
- Strong time management skills and ability to handle multiple tasks
- Excellent written and oral communication skills in English
- Proactive and motivated self-starter, team player, eagerness to contribute to firm's growth
- Respect for confidentiality and awareness of and sensitivity to local cultural norms and government protocol
- Willingness to be seconded to offices around Southeast Asia as required.

Additional Information:

- Location: Singapore
- Schedule: Monday – Friday (Full time)
- Travel: Occasionally

Interested candidates should send their applications to careers@vrienspartners.com and indicate the position being applied for in the subject line. Please include a cover letter and current resume.