

## **Analyst, Research & Government Affairs, Singapore**

Vriens & Partners is Southeast Asia's leading government affairs and political risk consulting firm. 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 an entry-level consultant to join our team in Singapore on a full-time basis. This candidate will be an effective researcher, analyst and writer, and possess strong communication and organizational skills.

### **Primary Responsibilities**

- Carry out desk and primary research on a wide variety of political and economic issues
- Draft and prepare analytical reports
- Draft presentations, meeting notes, memos and proposals
- Liaise and coordinate with government agencies
- Support and represent V&P at meetings and workshops

### **Experience and Skills**

- Singapore national with Bachelor's or Master's Degree in the field of Politics, Economics or Journalism
- Fresh grad, or up to three years of relevant work experience, preferably in journalism, public affairs consulting, foreign affairs, government or think tanks
- Knowledge and interest in political and economic issues in Singapore and Southeast Asia
- Broad knowledge of administrative systems of Singapore government
- Knowledge and understanding of Singapore government protocol
- Strong time management skills and ability to multi-task
- Pro-active, eager to develop existing knowledge and skills
- Strong interpersonal skills
- Ability to work in cross-cultural settings
- Excellent written and oral communication skills in English

**Interested candidates should send their applications to [careers@vrienspartners.com](mailto:careers@vrienspartners.com) and indicate the position being applied for in the subject line.**

**Please include a cover letter and current resume. Applications are accepted on a rolling basis with a view to recruit as soon as possible.**