

Analyst, Research & Government Affairs, Manila

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 Manila on a full-time basis. This candidate will be an effective researcher, analyst and writer, possess strong communication and organizational skills, and be comfortable in an intellectually demanding environment.

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
- Provide senior staff with initial recommendations based on analysis
- Liaise and coordinate with government agencies
- Support and represent V&P at meetings and workshops

Experience and Skills

- Bachelor's or Master's Degree in the field of Politics, Economics or Journalism
- One 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 the Philippines and Southeast Asia
- Knowledge and understanding of formal Philippine policymaking processes
- Excellent written and oral communication skills in English
- Basic knowledge of excel (simple formulas, tables, and graphs)
- 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
- Willingness and ability to work in high-pressure environments
- Willingness and ability to receive productive criticism
- Philippine nationals or AEP/ACR holding candidates preferred

Interested candidates should send their applications to careersph@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.