

Intern, Research & Government Affairs, Kuala Lumpur

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 **intern** to join our team in **Kuala Lumpur on a 3-month basis**. This candidate will be an effective researcher, analyst and writer, and possesses strong communication and organizational skills.

Primary Responsibilities

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

Experience and Skills

- Malaysian national currently pursuing/recently graduated with a Bachelor's Degree in the field of Politics, Public Policy, Economics, Law, International Relations, or Journalism
- Knowledge and interest in political and economic issues in Malaysia and Southeast Asia
- Working knowledge of administrative systems of the Malaysian government
- Basic knowledge and understanding of Malaysian 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 and Bahasa Malaysia. Proficiency in other languages is a plus

Interested candidates should send their applications to careersmalaysia@vrienspartners.com and indicate the position being applied for in the subject line.

Please include a (1) cover letter, (2) current resume and (3) short writing sample. Applications are accepted on a rolling basis with a view to recruit as soon as possible.