

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

ANALYST/SENIOR ANALYST, RESEARCH & GOVERNMENT AFFAIRS, SINGAPORE

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Our team comprises more than 90 full-time employees representing over ten nationalities, as well as 40 senior advisors from across the region. The firm is headquartered in Singapore, with offices in Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, and Vietnam. Our clients include major multinationals across various industries, business associations and chambers of commerce, and non-governmental organizations.

As a growing advisory firm, the V&P team is looking to expand. We are seeking an analyst or senior analyst to join our Singapore office. Candidates should have an interest in government affairs, public policy, politics, economics, trade. They should be an effective coordinator, researcher, analyst and writer, with strong communication and organizational skills. In return, V&P offers a fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

V&P's culture is open and welcoming, where everyone can voice their opinion and make a positive impact. Our collaborative approach across diverse teams and industries allows for employees to grow as individuals and consultants and build new standards of achievement. Find out more at www.vrienspartners.com

JOB DETAILS

- Analyst position at Vriens & Partners
- Full-time, with competitive remuneration and benefits
- Based in V&P's Singapore office, with appropriate work-from-home arrangements
- Should be willing to travel for work if necessary

PRIMARY RESPONSIBILITIES

- Supporting and coordinating the Singapore office's research and advisory, stakeholder management, business, and team development activities.
- Carrying out desk and primary research on a wide variety of political and economic issues, as well as identifying industry and sectoral-specific challenges.
- Preparing proposals and client presentations as part of business development work.
- Conducting primary research through engagement with government agencies and relevant stakeholders such as academics and non-profits.
- Drafting and preparing analytical reports, meeting notes, memos.
- Liaising and coordinating with government agencies.
- Supporting and representing V&P at client and government meetings and workshops.
- Supporting other business development activities and contributing to the growth of the office and the firm as a whole.

QUALIFICATIONS

- Up to three years of relevant work experience, preferably in one of the following: government ministries or statutory boards, government affairs/relations, public affairs/relations and communications, legal, consulting, media/journalism, or think-tank/academia. Willing to consider outstanding fresh graduates on a case-to-case basis.
- Knowledge and interest in political and economic issues and developments in Singapore and Southeast Asia.

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

- Interest in the development of business and industry in Singapore and Southeast Asia, particularly in the sustainability, healthcare and technology sectors.
- Broad knowledge of administrative systems and protocol of the Singapore Government.
- Strong time management skills and ability to multi-task.
- Pro-active, eager to develop existing knowledge and skills.
- Strong interpersonal skills and ability to work in cross-cultural settings and in a team.
- Excellent analytical skills and sound judgment.
- Excellent written and oral communication skills in English. Other Southeast Asian languages are a bonus.
- Bachelor's/Master's Degree in a relevant field, i.e. political science, international relations, business administration, economics, public policy, or law. An advanced degree is a value-add.

APPLYING

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 in addition to your resume. Please note that at this time the firm can only consider Singaporeans and PRs for this position.

Applications will be evaluated on a rolling basis with a view to recruit as soon as possible. A writing test may be administered during the recruitment process.