

VRIENS & PARTNERS

Navigating the Politics of Business

Analyst, Research & Government Affairs, Singapore

Background:

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Operating in the most dynamic part of the world, Vriens & Partners is headquartered in Singapore, with offices in Myanmar, Thailand, Vietnam, Indonesia, Malaysia, the Philippines and Cambodia. Our team comprises 80 full-time employees from over ten nationalities, as well as 40 senior advisors from across the region.

V&P's culture is open, welcoming, and fast-paced, where everyone can voice their opinion and make a positive impact. Our regional offices allow for employees to grow as individuals and consultants and work collaboratively across diverse teams and industries to build new standards of achievement.

Our clients are primarily major multinationals, along with various business associations and non-governmental organizations. A young, growing advisory firm, V&P offers a challenging and unique work environment, as well as exposure to multiple business sectors. Find out more at www.vrienspartners.com.

Position:

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, International Relations, Public Policy, 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 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.