

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

ANALYST, RESEARCH & GOVERNMENT AFFAIRS, SINGAPORE

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Our team comprises more than 80 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 and we are seeking an analyst to join the Singapore office. Candidates should have an interest in Government affairs and relations, international politics, economics, and trade. They should be an effective researcher, analyst and writer, and possess strong communication and organizational skills. In return, V&P offers a challenging and fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

JOB DETAILS

- Analyst position at Vriens & Partners (V&P)
- Full-time
- Based in V&P's Singapore office, with appropriate work-from-home arrangements according to prevailing Singapore Government guidelines
- Should be willing to travel for work if necessary

PRIMARY RESPONSIBILITIES

- Meeting with clients to understand their background and requirements
- Preparing proposals and client presentations as part of business development work
- Carrying out desk and primary research for clients on a wide variety of political and economic issues, as well as identifying industry and sectoral-specific challenges
- Conducting ground research through engagement with government agencies and relevant stakeholders
- Drafting and preparing analytical reports, meeting notes, memos
- Liaising and coordinating with V&P's other offices on regional client work, business development and other firm development initiatives
- Supporting and representing V&P at meetings and workshops
- Supporting other business development activities and contributing to the growth of the office and the firm as a whole
- Supporting client account administration

QUALIFICATIONS

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

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- Interest in the development of business and industry in Singapore, particularly in the healthcare and technology sectors
- Broad knowledge of functioning 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. Proficiency in other Southeast Asian languages is 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 resume and a cover letter to careers@vrienspartners.com and indicate the position being applied for in the subject line. 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.