

## CONSULTANT

Vriens & Partners is the leading government affairs and political risk consulting firm in Southeast Asia. We are headquartered in Singapore, with offices in Myanmar, Thailand, Vietnam, Indonesia, Malaysia, the Philippines and Cambodia. We employ over 80 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. Our clients are multinationals, business associations, and non-governmental organizations.

We are seeking a **CONSULTANT** to join our growing team in Washington, DC on a full-time basis.

### Position:

The Consultant will be responsible for supporting our Washington, DC-based Senior Director and Singapore-based Director in the firm's business development, thought leadership, and client servicing:

1. Support the Senior Director's business development activities in the Washington-DC market, including via maintaining internal tracking documents, developing internal briefing documents, and coordinating with the firm's Singapore-based leadership on new opportunities. The consultant will also be responsible for supporting firm leadership's agendas during regular visits to Washington.
2. Maintain a situational awareness of Washington-based discussions on Southeast Asia and the U.S. Government's foreign policy as it impacts Southeast Asia. The Consultant, in conjunction with the Senior Director, Director, and other firm leadership, will develop this intelligence for both clients and internal discussions on a proactive and consistent basis.
3. The Consultant will also be responsible for supporting the Senior Director's interactions with clients, in close coordination with firm leadership in Singapore and around Southeast Asia. This will include developing and executing engagement strategies with the U.S. government and foreign governments' diplomatic missions in Washington.

We expect the candidate to be an **experienced foreign policy analyst**, with a proven capacity to source privileged information, develop credible and nuanced political and policy analysis, and communicate effectively to a range of internal and external stakeholders. We expect the candidate to be an adept **analytical and strategic thinker**, with well-honed skills in synthesizing complex information, drawing conclusions, and translating them into action.

### Qualifications:

- 4 to 8 years' working experience required, experience in a consultancy and/or working on policy and policy impact on commercial sectors preferred.
- Strong understanding of government and economic systems and structures across Southeast Asia
- Experience in government relations or public policy roles.
- Excellent organizational skills and ability to handle multiple tasks, and strong attention to detail.
- First rate analytical writing, critical thinking, and sound judgment.
- Academic background in Political Science, Law, Journalism, Economics, International Relations.

### Additional Information:

- Location: Washington, DC
- Schedule: Monday – Friday (full time) with understanding that weekend/urgent overtime work will be required on a periodic basis.

Interested candidates should send their applications to [careerswashington@vrienspartners.com](mailto:careerswashington@vrienspartners.com) and indicate the position being applied for in the subject line. Please include a cover letter and current resume.

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