

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

ANALYST, RESEARCH & GOVERNMENT AFFAIRS, SINGAPORE, REGIONAL

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Headquartered in Singapore, the firm has offices in Indonesia, Vietnam, Thailand, the Philippines, Myanmar, Malaysia, Cambodia and Washington DC. Our team comprises over 110 full-time employees of over ten nationalities, as well as 40 senior advisors from across the region. Our clients are primarily major multinationals, along with various business associations and non-governmental organizations.

POSITION

We're looking for an Analyst to join our firm in Singapore to support government affairs and public policy research and advisory. A successful applicant will have a deep interest in politics, public policy, economic and trade issues in Singapore and the region, as well as strong research, analytical, communications, and organizational capabilities.

PRIMARY RESPONSIBILITIES

- Carrying out research on a wide variety of political and economic developments.
- Tracking legislative and policy changes that could impact clients, assessing challenges and opportunities, and researching policy issues.
- Conducting research through engagement with government agencies and relevant stakeholders
- Drafting analytical reports, meeting notes, memos
- Preparing proposals and client presentations as part of business development work
- Supporting and representing V&P at meetings and workshops

QUALIFICATIONS

- Fresh grad, or 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.
- Knowledge and interest in political and economic issues and developments in Singapore and Southeast Asia
- 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. Applications will be evaluated on a rolling basis with a view to recruit as soon as possible. A writing exercise may be administered during the recruitment process. Please note that at this time the firm can only consider Singaporeans and PRs for this position.