

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

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 30 senior advisors from across the region. Our clients are primarily major multinationals, along with various business associations and non-governmental organizations. A growing advisory firm, V&P offers a dynamic and fulfilling work environment

V&P's culture is open, welcoming and fast-paced, 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.

Our clients are primarily major multinationals, along with various business associations and nongovernmental organizations. A 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

The Associate is responsible for **leading government affairs and public policy projects** in Indonesia, across a variety of sectors and in a cross-cultural setting. The Associate will also be responsible for working with firm leadership to shape and execute the firm's growth strategy in the Indonesia market. Experience in either the government or in the private sector working with the government will be favorably considered.

We expect the candidate to be an **experienced project and client manager** with proven capacity to lead engagements with the Indonesian government, drive projects in a high-pressure environment to completion, work with nimble teams and external specialists of varying levels of seniority and expertise and build and sustain external coalitions.

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. Clearly communicating plans of action to international professionals will be part of your daily work.

RESPONSIBILITIES

Client Management

- Develops strategic recommendations to advance clients' government affairs and public policy objectives in Indonesia across various sectoral and policy issues
- Leads client management, with minimal supervision
- Serves as a point of contact with senior executives from multinational corporations across multiple projects
- Finalizes monthly account management matters including timesheets and monthly activity reports
- Coordinates with Finance team on invoicing procedures to ensure timely billing

Project Management

- Develops, executes, tracks, and evaluates client projects
- Leads project account teams and accountable for project deliverables

- Leads research on a wide variety of regulatory and economic issues, including through desk, data analytics, and primary source research
- Ensures all deliverables meets quality standards

External Communications

- Communicates and interacts with senior government officials on behalf of the firm and clients
- Represents V&P at external engagements, including business missions, meetings, workshops, and conferences
- Leads the development and presentation of client and project reports

Proposals and Business Development

- Supports strategic business development initiatives and leads proposal development
- Conceptualizes and leads proposal development
- Prepares administrative requirements for new projects

Internal Firm Work

- Participates in senior staff calls
- Identifies and make recommendations to improve office work processes
- Manages third parties, including counsellors
- Supports company HR-related matters including recruitment

QUALIFICATIONS

- Eight to ten years of relevant work experience in an in-house government affairs or public policy role in a multi-national company, consulting, the government, journalism, or think tanks
- Undergraduate degree in economics, international relations, public policy, or law; an advanced degree is preferable
- Strong knowledge and understanding of the Indonesian government, Indonesian political dynamics, policy and regulatory drivers, protocols, and cultural norms
- Effective project and team management skills and ability to handle multiple tasks; experience in utilizing project management tools
- Motivated self-starter, team player, eagerness to contribute to firm's growth
- Excellent written and oral communication skills in English

Interested candidates should send their applications to careersindonesia@vrienspartners.com no longer than 21 March 2025 and indicate the position being applied for in the subject line. Please include a cover letter demonstrating interest and fitness for the position (required) and current resume.