Position Overview

The Asian Trade Centre (ATC) is the premier regional thought leader, advocate and educator for trade in the Asia Pacific region and serves as the resource for trade-related activities in Asia. We are trade policy and supply chain subject matter experts uniquely positioned to meet the trade related needs of businesses—small and large—and governments—regional and foreign—operating across the Asia-Pacific region.

The Asian Trade Centre is seeking a **Research Assistant** to join our team to support the development of research projects for companies, think-tanks and governments regionally and globally. Successful candidates will be self-driven and show a keen interest in the region’s trade and economic matters and will contribute to the delivery of activities related to the delivery of world-class trade policy analysis incorporating qualitative and quantitative geo-strategic, economic and political analysis of the region.

Responsibilities

- Contribute to research design, literature review, stakeholder engagement and regulatory and economic analysis activities for research products prepared by ATC for its customers;
- Monitor matters related to trade negotiations and agreements, economic integration initiatives like ASEAN and APEC, the US-China trade war, regional supply chains and the future of the CPTPP, RCEP and the AEC;
- Draft internal and external briefing documents and materials (policy papers, recommendations, memos, etc);
- Support the planning, development and execution of online and offline meetings, workshops and events in Singapore and regionally;
- Support the execution of ATC’s thought leadership and business development efforts;
- Attend seminars, workshops, and conferences, and report to internal staff on the latest developments in international/regional trade and related fields;
- Monitor daily news sources of relevance for internal staff circulation and ATC publications, focused on major trade negotiations and agreements including US-China trade policy, digital trade and the future of CPTPP, RCEP, and AEC; and
- Assist with administrative matters as needed.

Desired Qualifications

We are looking for a motivated and inquisitive individual who is a team player, driven, passionate about research, and ready to make an impact on ATC's ongoing research and advocacy projects.

- Bachelor’s degree program in policy research, trade, trade policy, political science, economics, political economy, or international economic policy and law or be able to demonstrate relevant experience/interest in any of those areas;
- Singapore national or permanent resident strongly preferred;
- Have a broad understanding of trade, international business and international policies;
- Full professional proficiency in written and spoken English is required;
- Strong editing and analytical skills;
- Previous work experience; and
- Capacity to work independently, with excellent time management and organizational skills.
Benefits:

- Ability to assess and influence a rapidly evolving trade landscape in Asia;
- Opportunity to work with business (MSME and MNC), government, think-tank and institutional partners and clients across the world;
- Salary commensurate with qualifications and experience; and
- Health insurance

We recruit, employ, train and compensate without regard to race, religion, creed, color, age, gender, sexual orientation, marital status, or disability.

To apply, please submit the following documents to info@asiantradecentre.org

1. Curriculum Vitae and cover letter. Applicants are encouraged to share the reasons for making this job application in short and simple language.
2. Transcripts and relevant certificates.
3. Evidence of written work.

Shortlisted candidates will be notified for an interview.

About the Asian Trade Centre

The Asian Trade Centre (ATC) is the premier regional thought leader, advocate and educator for trade in the Asia Pacific region and serves as the resource for trade-related activities in Asia. We are trade policy and supply chain subject matter experts uniquely positioned to meet the trade related needs of businesses—small and large—and governments—regional and foreign—operating across the region. The ATC also serves as the Secretariat for the Asia Business Trade Association (ABTA) and the small business wing, AMTC.

Our expertise includes:

- Research analysis that incorporates qualitative and quantitative geo-strategic, economic and political analysis of the region;
- Sensible knowledge and input to multilateral organisations and government officials grappling with crafting modern trade agendas for the future;
- Capacity building for key personnel from MNCs and MSMEs trading in the region and trade officials;
- Strategic and creative thinking to navigate the political, economic and commercial complexities of Asia-Pacific markets and regional institutions;
- Supply chain assessment and redesign to establish sourcing and distribution set ups that optimize existing FTA benefits and mitigate trade barriers.

Website at http://www.asiantradecentre.org
Inquires to info@asiantradecentre.org