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 ATC is looking for a Senior Analyst to work with us on the design and development of research projects for companies, think-tanks and governments regionally and globally. The successful candidate will be well versed in regional trade, economic and regulatory matters and will play an active role in the management, design and delivery of activities related to the delivery of word-class trade policy analysis incorporating qualitative and quantitative geo-strategic, economic and political analysis of the region.

Responsibilities

- Develop and manage research design, literature review, data collection and analysis, stakeholder engagement, economic, regulatory stocktake and policy and economic analysis activities for research products prepared by ATC for its customers;
- Actively support and contribute to research project proposals and consulting opportunities;
- Actively support business development efforts, particularly ATC partnerships with MNCs, MSMEs, business associations, governments and regional organizations;
- Identify, research and analyse 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.);
- Attend seminars, workshops, and conferences, and report to internal staff on the latest developments in international/regional trade and related fields;
- Manage the planning, development and execution of meetings, workshops and events in Singapore and regionally;
- Assist with Secretariat duties for the Asia Business Trade Association and Asia MSME Trade Coalition as needed;
- Work with team across the organization to support ATC’s vision of improved trade in Asia by building bridges between governments and companies;

Desired Qualifications

We are looking for a talented, innovative and inquisitive individual who is a team player, driven, passionate about research and the policy making process and ready to make an impact on ATC’s ongoing research and advocacy projects.

- Bachelor’s or Graduate degree in a related field such as Economics, International Relations, Political Science, Political Economy or Trade Law. A Master’s degree is a major plus, preferably from a top-tier university;
- Singapore national or permanent resident strongly preferred;
- 1-3 years of work experience, ideally in trade law, policy/economic analysis, government relations, project management;
Comfortable working independently in a low-structure environment, and is self-motivated and takes pride in doing an excellent job;

Demonstrated experience with successfully managing research projects, conducting literature reviews, data and policy analysis using a variety of qualitative and quantitative methods;

Must be able to work independently and achieve concrete results;

Must be organized, detail-oriented and be able to successfully handle multiple tasks at the same time;

Must be fluent in English with excellent written and verbal communication skills. Should be able to demonstrate the ability to produce high-quality English-language publications. An additional regional language in a plus;

Must have good research skills and be able to learn and absorb quickly;

Must be able to interact with senior level business executives, government officials, academics and think-tanks;

Flexibility to travel;

Strong editing and analytical skills, as well as ability to think critically about research scope; and

Previous experience and strong understanding of economic and regulatory trends in the Asia-Pacific region and familiarity with trade policy issues, such as the WTO, trade agreements, economic integration initiatives like ASEAN and APEC, goods and services trade, digital trade and e-commerce, US-China trade relations and regional supply chains are highly regarded.

Benefits:

- Ability to assess and influence a rapidly evolving trade landscape in Asia;
- Opportunity to lead projects and work with business (MSME and MNC), government, think-tank and institutional partners and clients across the region;
- Opportunity to actively contribute to ATC’s ongoing thought leadership publications and initiatives;
- 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 (include references) 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

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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