Research Analyst Internship

The Asian Trade Centre (ATC) is seeking a Research Analyst to join our team for its summer internship program. Research Analysts are key contributors to the design, development, and delivery of ATC’s trade research, capacity building, thought leadership, and advocacy products.

The ATC is the premier regional thought leader, advocate, and educator for trade in Asia. We work closely with governments, companies, academic institutions, think tanks, intergovernmental and non-governmental organizations, and development agencies in the region and across the world on trade-related activities in Asia.

Duties and Responsibilities
Throughout the internship, Research Analysts will:

- Analyze trade agreements in Asia related and specific to the needs of partners and clients;
- Support the completion of research design, literature review, data collection and analysis, economic policy and reform frameworks, and advocacy materials on research papers prepared by the ATC for its clients;
- Draft internal and external briefing documents and materials (e.g. policy papers, activity reports, recommendations, etc.);
- Support the capacity-building component of ATC’s work through content creation, administrative support, outreach, and communications;
- Attend seminars, workshops, and conferences, and report to internal staff on the latest developments in international/regional trade and related fields; and,
- Monitor trade-related updates and developments in the Asia-Pacific region such as trade negotiations and agreements, RCEP, CPTPP, AEC, digital trade, US-China trade policy and other relevant developments.

Competencies
We are looking for someone who is a team player, driven, passionate about research and the policymaking process and eager to make an impact on our work. Interested candidates:

- Must be enrolled or have completed a bachelor’s or graduate degree in policy research, trade policy, economics, political economy, international economic policy, law or other closely related fields; or be able to demonstrate relevant experience in any of those areas;
- 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, as well as the ability to think critically about research scope;
- Previous work experience in related fields is preferable;
- Able to commit full-time for 12 weeks; and,
- Able to work independently and collaboratively, with excellent time management and organizational skills.

This internship is open to both Singapore and foreign-based candidates, who may telecommute for the entirety of their internship. Please send your CV/resume along with a cover letter and a writing sample to sebastian@asiantradecentre.org with the subject heading “[Application] Research Analyst Internship”. In the cover letter, please specify: proposed starting and end dates, part-time/full-time, Singapore/foreign-based. We will review and accept candidates on a rolling basis. However, the deadline for application to our Summer Internship Program (May – July) is on 18 March 2022.
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 in the Asia-Pacific.

ATC activities include:

- Leading world-class research projects;
- Sensible knowledge and input to multilateral organisations and government officials grappling with crafting modern trade agendas for the future;
- Building bridges between government and business to foster the growth of trade in the region;
- Capacity-building for key personnel of 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; and,
- Conducting outreach to the media, business, NGOs and the interested public on trade issues.

Website: [http://www.asiantradecentre.org/](http://www.asiantradecentre.org/)
LinkedIn: [https://www.linkedin.com/company/asian-trade-centre/](https://www.linkedin.com/company/asian-trade-centre/)