

ROLE PROFILE

Position Title:	Research Associate
Employment Type:	Temporary Contract – 12 months
Project:	Asian Institute for Policy and Engagement (AIPE)
Division/Faculty:	Grant - Research and Knowledge Exchange
Reporting to (role):	Director, AIPE
Role summary:	To provide research, administrative and project management support to the Asian Institute for Policy and Engagement (AIPE), assist in the setting up and smooth day-to-day operations of the AIPE, responding and reporting to the Director of AIPE as required.

Generic roles

No.	Description
1.	Manage the operations of AIPE, including setting up of its administrative and other requirements as needed
2.	Work with and manage student helpers/assistants, provide tasks and oversee the quality that is produced.
3.	Conduct research for AIPE, including what is needed for proposal and grant writing.
4.	Manage projects under AIPE and all tasks related to the said projects as required.
5.	Manage budgets under AIPE, whether institutionally or related to the project(s).

Specific roles

No.	Description	Required Competency
1.	Manage operations of AIPE including social media, communication to internal and external stakeholders, setting up of meetings, writing minutes.	Analytical Thinking
2.	Manage projects, project timelines, grant writing and related project tasks.	Achievement focus
3.	Manage budgets of AIPE, institutionally and budgets related to AIPE projects.	Managing resources
4.	Collaborating with internal stakeholders within the University to ensure administrative and institutional objectives are met.	Teamwork and team leadership



5.	Collaborating with external stakeholders outside of the University to organise events, roundtables, seminars, and any other forms of collaboration.	<ul style="list-style-type: none"> • Teamwork and team leadership • Networking
6.	Manage student helpers/ student assistants who will contribute work to AIPE and the projects related to it.	<ul style="list-style-type: none"> • Teamwork and team leadership • Developing Talent
7.	Set up meetings internally and externally, write minutes, prepare meeting documentation on time and aligned with the meetings' objectives.	<ul style="list-style-type: none"> • Managing resources • Organisational knowledge
8.	Responding to external queries, including media invitations, invitations by other institutions to work together, write reports.	Customer focus
9.	Put together project proposals for research and advocacy campaigns, public policy oriented goals to achieve policy change.	<ul style="list-style-type: none"> • Influencing • Negotiating

Job Requirements:

Specification	Essential	Desirable
Qualifications/Education	Bachelor's degree	Degree with experience in working within the field of public policy is desirable.
Knowledge and Skills	Adaptability, Teamwork, Knowledge in the Area, Interpersonal Skills	In-depth understanding of Malaysian public policy and political economy environment.
Working Experience	None required - Fresh graduates are welcome to apply	2-3 years
Character Attributes	Disciplined, honest, hardworking	Ambitious, flexible, able to multitask
Others	To be able to contribute ideas and work as a team	To be able to work independently