

Asia Society Japan & Asia Society Policy Institute

Policy Fellow

LOCATION: Tokyo, Japan

PURPOSE & OPPORTUNITY:

The Asia Society Japan Center (ASJC) and the Asia Society Policy Institute (ASPI) are looking to employ a Policy Fellow. The principal roles and responsibilities are:

- Represent, lead, and grow the Asia Society Policy Institute (ASPI) in Japan as a think-and-do tank
- Contribute a Japan perspective and pro-active research to ASPI's global team and publications
- Support and develop Asia Society Japan policy activities
- Research, compose, and disseminate foreign policy analytic products

The successful candidate will report to both ASPI and ASJC.

We very much welcome applicants with a strong background in at least one of the following Japan focused disciplines - economic policy, diplomacy, history, social sciences, security, or politics; but the successful applicant will want to go beyond their primary academic or professional specialization. For this, the Asia Society Policy Institute senior leaders and the Asia Society Japan Policy Committee will provide mentoring and guidance. The successful candidate will be an entrepreneurial, self-motivated, solution-oriented thinker who wants to have real impact by leveraging the Asia Society global network. Compensation commensurate with experience.

This is a half-time position. Working arrangements are flexible, but there will be consistent interaction and cooperation with both the U.S.-based leaders and analysts of ASPI and the Japan Asia Society. Exact remuneration is also flexible to meet the circumstances of the successful candidate.

RESPONSIBILITIES:

- Be a part of the ASPI and ASJC leadership teams
- Be a leader or collaborator in ASPI's initiatives and projects, relevant to Japan
- Play a leading role in the design, goal setting, budget, fund-raising and implementation of ASPI's initiatives and projects that are focused on Japan and its central role in the Indo-Pacific strategic and economic system, and Japan's role and relationships with the United States, China, and other Asian nations.

- Stay abreast of new developments in the priority areas; conduct independent research and policy analysis in coordination with ASPI colleagues; draft and publish white papers or articles for target audiences, in Japanese and English, develop and coordinate policy roadmaps and recommendations.
- Represent Asia Society in Japanese communities to build and strengthen relationships and partnerships with relevant stakeholders, including policymakers, academics, think tank experts, business leaders, and members of the press, as well as Asian diplomatic officials, and representatives from multilateral organizations.
- Lead and plan ASPI and ASJC policy-related briefings and events (including briefings to the Central and Local Governments, corporations, education, and non-profit organizations) with specific focus on the emerging foreign policy priorities for Japan: Asia geoeconomics and geopolitics, Japan's foreign policy in Asia, Japan's diplomacy and soft power.
- Identify experts and leaders from stakeholder groups to take part in initiative task forces/steering committees; manage this engagement and liaise with these high-level participants.
- Be a leader or collaborator in ASPI's other pan-regional initiatives on trade, security, and sustainability issues, and securing the attention and engagement of influential constituencies in Japan and beyond.
- Contribute to the development of policy-related programming organized by ASJC.
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with your supervisors at ASJC and ASPI.

QUALIFICATIONS:

- Upcoming young leader with at least 5 years of experience or a mid-level leader with at least 10 years of experience of progressively responsible experience conceptualizing, researching, publishing and managing initiatives on Japan and/or Asia policy issues.
- Expertise in key issues in Japan and Asian security/sustainability/economic affairs
- Proven success of generating some impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Demonstrated experience in policymaking or policy research, or in influencing policy from a business perspective.
- High level of written and spoken proficiency in English
- Experience working with staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus.
- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred.
- Commitment to fostering international cooperation in the Asia-Pacific.

COMPETENCIES:

- Professional competency in policy analysis, development, and engagement; conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimum supervision; capable of exercising excellent judgment, tact and discretion.
- Proven convening capacity and ability to readily connect with others and build effective coalitions to move forward an agenda.
- Superior problem-solving and decision-making skills; proven ability to manage projects, resources, and staff; ability to work successfully across time zones and with diverse constituencies, including government agencies, businesses, NGOs, and academic institutions; exceptional personal organization skills.
- Experience participating in multidisciplinary, collaborative research, analysis, and project development on Japanese security/sustainability/economics issues.
- Professional experience working for or collaborating with the Japanese private sector and business community; understanding of both Asia's policy and business environments preferred.
- Advanced research, analytical, and evaluative skills, including the ability to synthesize disparate data and diverse perspectives on emerging and/or controversial issues.
- Outstanding writing, reading and oral communications skills in Japanese and conversational skills in English with proven ability to present information clearly, concisely, and in a timely manner.
- Ability to use technology relevant to the position and to keep abreast of developments in the field.

Asia Society is an equal opportunity employer.

*Please submit your resume and cover letter to:
Sawako Hidaka, Executive Director, Asia Society Japan Center
email: shidaka@asiasociety.org