



*Navigating Shared Futures*

## **Asia Society Career Opportunity**

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**Location:** Remote (Southeast Asia preferred)

**Position:** Research Consultant - Code 2214

***This is a contract role estimated through June 2022***

### **SUMMARY:**

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) is a think-and-do tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region.

ASPI seeks a Research Consultant to provide comprehensive research, editorial, and event support for ASPI's project on, "Raising the Standards: Ethical Artificial Intelligence and Data for Inclusive Development in Southeast Asia".

### **RESPONSIBILITIES:**

- Under the oversight of the Director, Political-Security Affairs, conduct research in support of (i) the development and adoption of AI technologies and standards, as well as (ii) data protection and privacy standards in Southeast Asian countries. Specific responsibilities include:
  - Collecting data from primary and secondary sources, and reviewing for relevance to research themes;
  - Maintain a database of relevant government documents, industry and academic reports, articles, speeches, as well as other relevant publications;
  - Compile bibliographies and chronologies;
  - Assist in arranging and coordinating virtual or in-person interviews with regional subject matter experts;
  - Prepare meeting notes or transcripts;
  - Review and update existing data and citations; and
  - Fact-check, edit, and proofread publications.



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- Assist in the research, drafting, and editing of the project report and other dissemination materials.
- Prepare materials for use in public and private events, including but not limited to program handouts, presentations, talking points, correspondence with participants/subject matter experts/media members, and other social media output.
- Engage in other research-related activities for this project, as requested.

**QUALIFICATIONS:**

- Bachelor's degree (preferably in regional/international affairs, political science, or public policy) and familiarity with Southeast Asia, required. Master's degree in relevant or intersectional fields, such as law or the relationship between society and technology is strongly preferred. Relevant research experience required.
- Must have strong academic record; outstanding research, writing, and analytical skills; demonstrated familiarity with regional/international/evolving tech affairs.

Fluency in written and oral English required; proficiency in Bahasa Indonesia, Malay, Thai, or Vietnamese a plus.

**Application Deadline:** October 15, 2021

**HOW TO APPLY:**

Please email your cover letter and resume indicating position reference code 2214 and salary requirements to: [aspijobs@asiasociety.org](mailto:aspijobs@asiasociety.org).

Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.