

Southeast Asia Public Policy Institute

Role: Policy Programme Manager (Bangkok-based)

NB: Applicants must have the legal right to work in Thailand.

The Opportunity

The Southeast Asia Public Policy Institute is a think-tank and research organisation working across the Southeast Asia region. Our mission is to support the development of solutions to some of Southeast Asia's most pressing policy challenges.

The Institute is looking for Policy Programme Manager candidates to work across our key policy areas: the circular economy, digital economy and technology, and the region's energy transition.

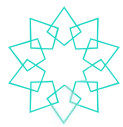
In this role, you will work with the Executive Director and the team to develop programmes of research and stakeholder dialogues exploring key policy challenges being faced at the regional level and in individual Southeast Asian markets, including Thailand.

Your research outputs and insights will inform policy thinkers and stakeholders across the region and beyond with a view to shaping the policy environment for a prosperous and sustainable future for Southeast Asia.

The position will be based in Bangkok, Monday-Friday, with significant time in the office and potentially some regional travel.

Responsibilities:

- Develop annual policy programmes to explore key policy areas comprising research projects, shorter insightful articles, and opportunities for dialogue
- Coordinate and conduct research, analyze data, identify trends, and draw insightful conclusions to inform policy recommendations
- Draft high-quality research reports, policy briefs, and other publications with clear and concise writing
- Work with existing partners – academic institutions, policy organisations, and the private sector – and develop new partnerships across the region
- Stay up-to-date on current events, research, and policy developments in Southeast Asia, particularly related to our areas of focus.
- Organise opportunities to present and discuss research including roundtables and online seminars



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- Present research findings to policymakers, stakeholders, and the public at conferences, workshops, and other events.

Qualifications:

Essentials

- Academic background in policy, political science, or an area related to energy, the environment or technology (or equivalent work experience)
- A minimum of 3 years of experience in a policy-related role, within a think tank, government agency, NGO or the private sector
- Experience working regionally or in at least two markets in Southeast Asia
- Demonstrated experience in conducting research, analyzing data, and writing clear and concise reports
- A passion for Southeast Asia, a commitment to evidence-based policymaking, and strong political awareness and instincts
- Excellent written and spoken English
- The legal right to work in Thailand

Desirable assets

- A strong understanding of sustainability, energy, and/or technology issues in Southeast Asia
- Fluency in a Southeast Asian language
- Experience with quantitative and qualitative research methods and with data analysis tools
- Excellent organizational skills and the ability to manage multiple tasks simultaneously

To Apply

Please submit your resume and a short motivation letter (and if you have one available, a writing sample) to contact@seapublicpolicy.org

We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, colour, gender, sexual orientation, age, marital status, or disability status.