

## Job Description

**Position Title:** Research Associate – Circular Economy

**Position Grade:** RA2

**Position Location:** Bangkok, Thailand

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**Organizational Context:** Based in Bangkok, SEI Asia has a diverse team of multinational experts who integrate scientific research with participatory approaches to co-develop and share knowledge, build partnerships, and influence policy for resilient development. SEI Asia's work focuses on gender and social equity, climate adaptation, disaster risk reduction, water insecurity and integrated water resources management, transitional agriculture, renewable energy and urbanization.

SEI Asia is an affiliate of Chulalongkorn University (CU), Thailand. SEI and CU have an agreement to foster innovative scientific research combined with effective policy engagement on development and environmental challenges in Asia. The key areas of collaboration are intellectual engagement for joint research applications and fund mobilization, lectures and seminars for CU students, post-graduate supervision and examination, and CU–SEI employee links.

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### The role:

To support SEI's growing portfolio on the circular economy, SEI Asia seeks a Research Associate with a proven background in the circular economy, and preferably experience in circular economy policy within and across ASEAN countries. The main responsibilities include project management, leading the development of high-quality research and communications outputs, coordinating events and workshops (including policy dialogues), brokering partnerships and facilitating regional-level coordination. These efforts aim to achieve the strategic goals of the ASEAN Economic Community Circular Economy Framework, fostering resource efficiency, economic resilience, and social and sustainable growth.

In addition to these core responsibilities, the Research Associate will collaborate with colleagues from other SEI Asia research teams – such as water resources, gender, urban, climate change and disaster risk reduction – to develop cross-cutting initiatives. The role also requires coordination with SEI centres and colleagues globally, contributing to SEI-wide activities and reports. Representing SEI at external events and proactively contributing to activities aligned with SEI's strategy are key aspects of this role.

### Key duties and responsibilities:

The Research Associate will support the implementation of complex, multi-country projects on the circular economy and related fields. Specific responsibilities include:

- Supporting the designing and implementing project activities aligned with budgets, collaborating with stakeholders, ensuring timely delivery and supporting knowledge management and communications efforts.
- Assisting the team in conducting research and analysis, producing high-quality research outputs such as comprehensive reports, background papers, policy briefs and academic publications to drive strategic outcomes and inform evidence-based policy processes.
- Supporting in the designing, coordinating and engaging in outreach and networking activities, including training sessions, policy dialogues, and workshops on circular economy topics.
- Supporting in engaging with and building and maintaining networks with multiple partners – governments, city representatives, private sector entities, and civil society organizations – ensuring coordination and collaboration across cultural and regulatory contexts.
- Supporting the dissemination of SEI’s work and research findings via various communications mechanisms to advance scientific knowledge, foster dialogue and amplify research impacts.
- Contributing to SEI’s strategy by delivering sound project management, consistent high-quality outputs and intellectual leadership within the circular economy Research Cluster.
- Monitoring global trends in sustainable development and the circular economy, supporting proposal development to secure funding aligned with SEI’s strategy.

**Formal qualifications and experience:**

- Master’s degree in a relevant field, with a minimum of two years’ experience in research, policy engagement, the bridging of research to policy, program/project management or communications.
- Demonstrated ability to conduct independent, high-quality research.
- Experience working in interdisciplinary teams, including researchers, communications specialists, technical experts and practitioners.
- Demonstrated expertise in the circular economy, preferably across ASEAN countries.
- Publication record in academic literature or other external communication formats relevant to the field.
- Familiarity with ASEAN cooperation frameworks and processes, including knowledge of the ASEAN Secretariat.

**Desired skills:**

- Proficiency in at least one ASEAN language is an advantage.

**Areas of accountability:**

- Supporting the development of thematic areas relevant to their expertise within SEI.
- Identify opportunities to connect individual work with SEI’s broader work in Asia and globally.

- Ensuring tasks are completed on time and within budgets.
- Managing interns, if required.
- Maintaining professional conduct and respectful collaboration with colleagues and stakeholders.

**Personal skills required in the position:**

- Strong interpersonal and communication skills.
- Excellent in teamwork and collaboration.
- Excellent planning, organizational, and time management skills
- Excellent analytical, problem solving, and critical thinking skills
- Having a positive influence on attitudes of individuals and teams.
- Conveying the core values of SEI in their everyday work, including the importance of high calibre work, as well as respect and trust.
- Capable of providing and receiving feedback in a constructive and respectful manner.

**Required Competencies:**

**Core Values:** Are the shared principles and beliefs that underpin the work of the organization and guide the actions and behaviours of all employees. They are not levelled.

- Integrity
- Professionalism
- Respect for Diversity

**Core Competencies:** Skills, attributes and behaviours which are considered important for all Employee, regardless of their function or level. All seven competencies are mandatory and they are rated individually.

- Commitment to Continuous Learning
- Accountability
- Team work and Collaboration
- Communication
- Client and Results Oriented
- Organizational Awareness
- Entrepreneurship

**Managerial Competencies:** Skills, attributes, and behaviours which are considered essential for Employee with managerial or supervisory responsibilities.

- Empowering and Building Trust
- Managing Performance
- Judgement and Decision Making
- Strategic Planning and Vision
- Leadership
- Managing Resources.

