

## Job Description

**Position Title:** Research Fellow

**Position Grade:** RF1

**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:**

SEI Asia seeks a Research Fellow with a proven background and experience in leading and developing projects related to sustainable development, especially on the circular economy and/or agri-food value chains.

SEI Asia is currently implementing several projects targeting policymakers, small and medium-sized enterprises and smallholders. All SEI projects are high-quality, inter- or transdisciplinary applied research projects that work to bridge science and policy. The circular economy-related projects aim to improve the policy capacity and processes in ASEAN to support the Circular Economy Transition. At the same time, SEI is working on agriculture-related projects that aim to transform agri-food systems and value chains towards being more adaptive, sustainable and inclusive. Various activities will be deployed from research, capacity building and technical assistance for policy development. These interventions are intended to result in policy, programs, and/or initiatives that are more inclusive, sustainable and beneficial, as well as contributing to local resilience.

The Research Fellow is expected to work collaboratively with colleagues from all other research teams in SEI Asia – including water resources, gender, urban, climate change and disaster risk reduction – in developing cross-cutting collaborations. The role will also require coordination with other SEI centres and colleagues globally, and the Research Fellow will contribute to other SEI-wide activities and reports as appropriate. They will also represent SEI in external events and engagements and proactively contribute to activities and outcomes that are central to the SEI Strategy.

**Key duties and responsibilities:**

- Lead the development, implementation and evaluation of assigned projects focused on policies and practices related to circular economy/agriculture value chain/sustainable development. This includes designing activities, conducting thorough research and analysis to inform policy development, collaborating with stakeholders, overseeing budget and preparing reports.
- Produce high-quality research outputs – including comprehensive reports, background papers, policy briefs and publications – that drive strategic outcomes and inform evidence-based policy processes.
- Design and engage in outreach activities by organizing knowledge-sharing events and conducting capacity-building activities such as trainings, workshops, and presentations on topics related to circular economy/agrifood-value chain/sustainable development.
- Assist policy development through issue and trend analysis and research activities.
- Manage a diverse team, multiple research partners and grantees, and oversee the implementation of complex and multi-country projects, ensuring coordination and collaboration across diverse cultural and regulatory environments.
- Ensure clear alignment of project activities with expected outcomes and goals, and proactively address any issues through effective problem solving.
- Actively contribute to disseminating SEI's work and research findings by engaging with internal and external stakeholders to improve scientific knowledge, foster policy dialogues, and leverage research impacts.
- Support the implementation of the SEI Strategy through intellectual contributions, sound research project management and consistent high-quality delivery of projects and programs.
- Support SEI's core competency development and participate in recruitment processes for teams and research clusters.
- Lead and contribute to proposal development to secure funding aligned with SEI strategy.

**Areas of accountability:**

- Support the development and execution of research and engagement activities in line with SEI Asia and Global Strategy.
- Play an active role in linking and, as appropriate, integrating their work with the work of others across SEI globally.
- Pursue visibility and uptake of research and engagement activities.
- Be a credible professional voice in their field.
- Support financial and project management necessary for timely delivery of results within assigned budgets.
- Ensure professional behaviour and respectful engagement with colleagues within and outside SEI.

**Formal qualifications and knowledge:**

- Doctoral degree with a minimum of 3 years or a Master's degree with a minimum of 6 years of working experience on research, research management and/or the bridging of research to policy and best practice, or program/project management.
- Demonstrated expertise in sustainable development, particularly in promoting circular economy practices and/or sustainable and inclusive agriculture value chains, providing policy support, and designing capacity building especially in Asia.
- Proven experience in leading projects and engaging with diverse stakeholders, including providing technical assistance to government officials, facilitating consultations with private sectors and community/CSOs, and gathering various interests to build effective and sustainable partnerships to achieve strategic project objectives.
- Experienced in working in interdisciplinary teams, including teams comprised of researchers, technical roles and practitioners.
- Familiarity and knowledge of the ASEAN cooperation framework and processes, including the ASEAN Secretariat
- Experienced and solid track record in fundraising support roles.
- Proven track record of academic publications.
- Established networks of professionals, practitioners and researchers working in the same field(s).

**Required skills:**

- Strong interpersonal and communication skills.
- Proven capacity in leadership tasks and/or people management skills.
- Excellent planning, time management, and organizational skills.
- Fluency in English.
- Excellent analytical, problem solving and critical thinking skills.

**Desired skills:**

- Proficiency in at least one ASEAN language.

### **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.
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