

Role Profile
Research Associate, Leadership and Governance, SEACEN Centre

Job Title	Research Associate Leadership and Governance (L&G)
Role purpose	Support the Senior Analysts and the Director of L&G in administering L&G activities and conducting research related to the areas of leadership, governance and human capital to ensure high-quality training courses, research output and solutions for the building of regional views under the L&G pillar in line with the SEACEN Centre's vision, mission and strategic direction.
Reporting structure	To report to the Senior Analysts of L&G
Principal Accountabilities	
Research and Administrative Support	
<ul style="list-style-type: none"> ▪ Supports the research agenda of the Senior Analysts in the L&G area to develop frontier insights for use in formulating the content of SEACEN course offerings. Researches into specific areas as requested by the Senior Analysts, including analysing and summarising research findings and assisting with developing case studies and team experiential activities. ▪ Provides administrative support for activities organised and coordinates the underlying workstreams, including editing articles, responding to requests for information and preparing relevant documents. ▪ Individually or jointly develops papers with researchers that are aimed for publication in peer-reviewed journals. Also, engages in providing opinions and commentaries based on the SEACEN Centre's research output. Manages the cross-collaboration with staff from other central banks on research activities and projects. ▪ Manages the dispatch of surveys, consolidates survey responses and integrates the inputs in relevant documents. ▪ Monitors research activities and projects to ensure that action steps agreed upon by members are implemented. ▪ Tracks news and trends and analyses emerging issues of concern in the L&G area and highlights these issues to the Senior Analysts. ▪ Coordinates with the SEACEN Centre's ICT and Communications unit in communicating relevant output to the particular stakeholders. ▪ Assists in the preparation of the operational budget for L&G activities and monitors the operational budget. 	
Generic Accountabilities	
<ul style="list-style-type: none"> • Collaborates with the other SEACEN Centre department/units on cross-functional initiatives to support the Centre's strategic objectives, including assisting in organising conferences, workshops and research-related activities. • Takes responsibility for own development and works with the immediate supervisors to create a development plan for oneself. 	
Skills / Knowledge	
<ul style="list-style-type: none"> ▪ Qualification: Bachelor's or Master's degree in Organisational Development, Psychology, Behavioural Science, Human Capital Management, Economics, Social Science, Business Administration or equivalent from an accredited university. ▪ Experience: A minimum of 2-year relevant working experience in research and event management preferably in a central bank, multilateral institution, academia or leadership and governance/management/human capital development consultancy. 	

Behavioural Competencies

Behavioural (Core):

- Self Confidence
- Emotional Maturity
- Organisational Understanding
- Environmental Awareness
- Influencing and Managing Stakeholders
- Leveraging on Strategic Relationships/Networking
- Empowerment with Accountability
- Teamwork and Collaboration
- Team Leadership and Alignment
- Acts for the Greater Good
- Strategic Insights
- Drive for Excellence
- Results Orientation

Behavioural (Others):

- Passion for Action
- Creativity
- Flexibility
- Integrity
- Conceptual/Analytical Thinking
- Interpersonal Understanding
- Team Player
- Cross-Cultural Sensitivity and Awareness

Technical/Functional:

- Excellent command of the English language, both oral and written
- Highly proficient in Microsoft Office applications
- Familiarity with relevant databases for statistics and other information
- Familiarity with leadership/governance/human capital issues
- Familiarity with current issues and trends in central banking
- Research skills
- Writing skills
- Analytical thinking skills
- Project management and evaluation skills
- Presentation skills
- Networking skills