



**Asia-Pacific
Economic Cooperation
Secretariat**

Researcher, APEC Policy Support Unit (PSU)

The **Asia-Pacific Economic Cooperation (APEC)** is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC's 21 members share the APEC Putrajaya Vision 2040 – of an open, dynamic, resilient, and peaceful Asia-Pacific community by 2040, for the prosperity of all our people and future generations.

Based in the APEC Secretariat in Singapore, the **Policy Support Unit (PSU)** is the policy research and analysis arm for APEC. It supports APEC members and fora in improving the quality of their deliberations and decisions and promoting policies that support the achievement of the APEC vision by providing objective and high-quality research, analytical capacity, and policy support capability.

An opportunity now exists for a highly meticulous, motivated, and analytical **Researcher** with superior quantitative skills to contribute to the APEC policy process.

The Position

Reporting to the Senior Analysts and/or Analysts, you will contribute to research projects by undertaking quantitative and qualitative research on a range of topics. Excellent numerical skills and proficiency in Microsoft Office, particularly Excel, are essential for this role. You must have keen numerical reasoning ability, and be able to understand and interpret data in order to extract important conclusions and present them effectively. The successful candidate will be responsible for collecting and analyzing data and statistics for the APEC region across a range of economic and policy-related indicators. You will need to be familiar with economic issues and concepts, and be able to write professional policy reports and prepare presentations on a broad spectrum of issues of interest to APEC, such as trade and investment-related issues.

Requirements

Applicants should at least have a bachelor's degree, preferably in Economics, Statistics, Data Science, Public Policy or Business and at least 2 years of relevant working experience. Exceptionally qualified fresh university graduates will also be considered for this entry-level position. Familiarity with statistical software and prior completion of a research thesis will be highly regarded. You must have strong quantitative skills as well as superior analytical and writing skills. Multitasking abilities, adaptability and openness to changes and new ideas are important. Previous economic research experience is a plus. Fluency in English, ability to work independently, intellectual curiosity and initiative, willingness to learn, and a commitment to teamwork are a must.

Applicants must be from one of the 21 APEC member economies.

Remuneration

This is an entry-level position. Remuneration is based on a local package starting from S\$4,600 monthly, with medical and dental benefits. No relocation and housing allowances will be provided.

How to Apply

To apply, please submit the following documents to Aveline Low at email: albh@appec.org: (1) a cover letter, indicating among others your availability and present location, (2) a resume, detailing your qualifications and experience, and (3) a completed job application form (download the form from: https://www.appec.org/docs/default-source/aboutus/policysupportunit/2022/appec-job-application-form.doc?sfvrsn=b77661d9_2). The application deadline is **Friday, 30 August 2024**.

Only shortlisted candidates will be notified. Shortlisted candidates will first be tested on their quantitative and analytical abilities, followed by an interview depending on the test outcome. Writing samples and references will be requested. **Previous applicants need not apply.**

For more information about APEC and the PSU, please go to: www.appec.org and www.appec.org/About-Us/Policy-Support-Unit.
