

Director for ASEAN Study Center

PURPOSE:

The **ASEAN Study Center** (ASC) serves as a policy and academic think-tank focused on research and dialogue on issues related to ASEAN. To further enhance the development of ASEAN political, economical, and socio-cultural pillars the Center uses cooperative programs that combines knowledge and knowhow of academics, civil society, and the public and private sectors. The Center encourages efforts to promote greater ASEAN awareness in Cambodia, contributes to Cambodia's integration into ASEAN, and obtains support for ASEAN related projects.

RESPONSIBILITIES

1- *ASEAN Study Center*

- Write topics proposal for seminars, workshops, conferences, lectures, dialogues, and roundtable discussions;
- Coordinate on seminars, workshops, conferences, lectures, dialogues, and roundtable discussion which related to ASEAN;
- Research on the issues related to ASEAN;
- Publish ASEAN related materials;
- Disseminate information to interested parties (the business community, NGO, governments, etc.).

2- *ASEAN Study Center Library*

- Gather ASEAN books collection;
- Request books donations from ASEAN member states Embassy;
- Look for ASEAN books related;
- Expand understanding ASEAN;
- Open the library for students to do research and explore on the ASEAN's issues.

QUALIFICATION, KNOWLEDGE AND SKILLS

- Master Degree in relevant field
- At least from 7-10 years experienced related in project management
- Research/Publication
- Fundraising
- Translation
- Multitasking
- Good command of the English language.