Middle Level Position:
Research & Innovation and Business Section

The Middle-Level Research & Innovation Officer spearheads advanced research, innovation management, and strategic planning to advance ACAI's mission. This role encompasses conducting data-driven analyses, leading research and development efforts, fostering innovation, managing intellectual property, coordinating cross-functional teams, and cultivating strategic partnerships to achieve organizational objectives.

KEY RESPONSIBILITIES

1. Research and Data Analysis

- Conduct comprehensive data analysis using advanced tools (e.g., Power BI, Tableau) to generate actionable insights that inform ACAI's strategic initiatives.

- Collaborate with internal teams and external stakeholders to identify and leverage research opportunities aligned with ACAI's mission and objectives.

- Synthesize data to support decision-making and innovation development.

2. Model Development and Innovation

- **Project Design and Prototyping**: Develop and implement innovative pilot projects and prototypes in collaboration with small social groups, such as villages or communities, to address aging-related challenges and create high-impact solutions.
- **Stakeholder Collaboration**: Work closely with all sector stakeholders, including community leaders, government agencies, and local organizations, private sector, to co-create and implement projects tailored to community needs.
- **Innovation Development**: Foster the creation of new approaches, tools, or systems that address pressing issues, ensuring the projects are adaptable and scalable.
- **Monitoring and Evaluation**: Monitor the outcomes of pilot projects to assess their effectiveness and identify areas for improvement.
- **Scaling and Expansion**: Upon successful implementation, develop strategies to replicate and expand proven models to other communities or groups across ASEAN, ensuring regional relevance and impact.

4. Agile Project Management

- Apply agile project management practices, such as Scrum or Kanban, to enhance project adaptability and efficiency.

- Utilize project management tools (e.g., Jira, Asana) for detailed project planning, tracking milestones, and managing team coordination.

5. Partnership Development & Funding Acquisition

- Build and maintain partnerships with academic institutions, industry leaders, and external stakeholders to support ACAI's initiatives.

- Identify and secure grant opportunities and external funding sources by developing compelling proposals and engaging with donors.

6. Knowledge Management & Dissemination

- Use knowledge-sharing platforms (e.g., SharePoint, Confluence) to organize and share research findings across ACAI, supporting continuous learning.

- Lead knowledge-sharing sessions to disseminate key findings, best practices, and case studies within the organization.

7. Advanced Monitoring & Evaluation (M&E)

- Develop and implement adaptive M&E frameworks using real-time tracking tools (e.g., DevResults, LogAlto).

- Conduct evaluations and provide data-driven recommendations to refine projects based on their performance metrics.

8. Intellectual Property (IP) Management (Prefer)

- Oversee IP management, including patent registration and commercialization processes, to protect and monetize research outcomes.

- Collaborate with legal teams to secure IP rights, ensuring innovations are well-protected and leveraged for ACAI's objectives.

QUALIFICATIONS

1. Educational Background

- At Least Master's degree in Health, Business Administration, Economics, Innovation Management, Public Health, Gerontology, or a related field.

2. Experience

- Minimum of 5+ years of experience in research, innovation, or business development within the social, or wellness sectors, with a proven ability to lead cross-functional research initiatives, manage innovation projects, and foster partnerships for collaborative research.

- Preferred experience in international or regional projects to align with ACAI's ASEAN context and ensure familiarity with diverse stakeholders and cultural considerations.

3. Technical Skills and Competencies

- Advanced analytical skills, with expertise in data analysis software and tools such as Power BI, Tableau, DevResults, and agile project management tools. Strong foundation in research methodologies is required.

- Knowledge of intellectual property (IP) rights and patent processes, with experience managing innovation pipelines, including patent registration and commercialization processes.

- Project management expertise, with demonstrated proficiency in planning, coordinating, and executing projects within budget and on schedule. Familiarity with project management software (e.g., Jira, MS Project) is a plus.

4. Other Skills

- **Strategic Thinking**: Ability to translate research findings into actionable insights and align them with ACAI's strategic goals.

- **Communication Skills**: Excellent written and verbal communication skills, capable of conveying complex research outcomes to diverse audiences.

- **Collaboration and Networking**: Strong interpersonal skills for building and maintaining relationships with partners, stakeholders, and collaborators, with experience in partnership-building, particularly with academic and research institutions.

- **Creativity and Innovation**: Proactive in generating new ideas and solutions, with a problem-solving approach to addressing aging-related challenges.

- **Leadership**: inspiring and motivating team members, managing talent, and cultivating a collaborative environment.

5. Language

Fluency in both written and spoken English is required. Proficiency in additional languages, especially Asian languages, will be considered a plus.

6. Nationality

Applications are invited from **all nationalities**; however, candidates who are nationals of ASEAN countries are preferred.

REMUNERATION AND BENEFITS

A competitive remuneration package, including allowances, will be offered based on the candidate's qualifications and experience, in accordance with ACAI's rules and policies.

The successful candidate is expected to commence duties as soon as possible. The initial contract will be for a term of four years, subject to a four-month probation period. Renewal of the contract beyond this term will be contingent on the continuation of the post, availability of funding, and satisfactory performance, as agreed by ACAI and the staff member.

Location

3rd Floor, Building 4, Department of Medical Services, Ministry of Public Health, Tiwanon Road, Talat Khwan Subdistrict, Muang District, Nonthaburi 11000, Thailand.

How to Apply

Interested applicants are invited to submit the following:

1. A detailed CV, including the most recent passport-sized photograph.

2. Certified true copies of educational certificates and relevant qualifications.

Submission Instructions:

- Applications must be sent via email to secretariat@asean-acai.org.

- Please include the subject heading: "Application for [Position Name]".

Important Notes:

- Incomplete applications will not be considered.

- Applications must reach ACAI no later than **30 December 2024.**

Selection Process

- Only shortlisted candidates will be notified.

- ACAI is committed to diversity and encourages applications from qualified individuals of all backgrounds.

- The Selection Committee's decision will be final.