

**【臺灣亞洲交流基金會誠徵助理研究員 - 亞洲青年領袖計畫】**  
**Job opening at Taiwan-Asia Exchange Foundation: Assistant Research Fellow for Young Leaders Engagement Program**



你對國際交流有興趣嗎？想讓它成為你的職業嗎？

我們正在尋找對亞洲事務、青年發展有熱忱與想法，可同時面對企劃和行政事務，並兼具獨立與合作精神的人。

在這個職位中，您將有機會與國際夥伴合作企劃專案，並在專案中提出您的想法！如果您具備國際事務之背景，對策劃事務有興趣，並能細心處理行政，歡迎加入台亞會大家庭！成為台灣的對外政策發展中的一份子！

*過年後，為自己發展出多彩多姿的職涯吧！*

**臺灣亞洲交流基金會 (Taiwan-Asia Exchange Foundation)**

「財團法人臺灣亞洲交流基金會」（簡稱台亞基金會）於2018年成立，為臺灣第一個聚焦於東南亞及南亞事務的民間政策智庫。在落實「新南向政策」精神下，台亞基金會宗旨為推動臺灣與東協10國、南亞6國及紐澳地區的全方位交流，透過五大領域深度合作——包含智庫、非政府組織與公民社會、青年領袖、區域韌性、文化交流——以促進亞洲發展共同體意識，並建立長期合作夥伴關係。另外，台亞基金會舉辦各項國際會議，以及每年的旗艦活動「玉山論壇：亞洲進步與創新對話」，推動加強臺灣與新南向夥伴國家及社會的雙邊關係，並進一步邀請其他理念相近的國家參與區域對話。

**職缺名稱**

助理研究員

**工作時間**

9:00-18:00

**職務概述**

1. 電子報發佈：

- 與同仁合作進行每日新聞彙整，整理與新南向政策及其國家相關之新聞，並發佈電子報
- 與同仁合作進行英文電子報《TAEF Brief》

2. 負責「青年領袖」計畫下之活動，包含但不限定於：
  - 亞洲青年領袖營（SEASAT Youth Camp）：與合作夥伴規劃課程內容、招募學員、活動宣傳、營隊執行等相關之企劃與行政工作。
  - 青年與未來就業（Future of Work）：與合作夥伴規劃與執行會議內容，完成相關企劃與行政工作；
  - 拓展合作夥伴並推進計畫成果。
3. 出版物編製：
  - 「臺灣與臺商形象調查報告」：主責本刊物之編輯與印製工作，須協助計畫主持人進行資訊收集與彙整、與相關廠商溝通、完成相關之企劃與行政工作；
  - 「南向」季刊：身為編輯團隊成員之一，與同仁合作內容發想，並執行相關企劃與行政工作。
  - 其他台亞基金會出版物之編製。
4. 玉山論壇：
  - 協助活動前之準備工作，包括但不限於：連絡講者、擬致詞稿、翻譯文字資料、大會手冊編製等企劃與行政工作；
  - 協助執行玉山論壇之進行
  - 會後與同仁合作編製「玉山論壇報告書」：彙整圖文資料、落版單製作、與相關廠商溝通、完成相關之企劃與行政工作。
5. 其他主管交辦之事務

### 能力需求

1. 學歷要求：國內外大學之碩士學歷（含）以上，科系背景不限。國際關係、政治、經貿、公共事務等領域尤佳。
2. 工作經驗：具有一年以上之政府、學術單位、非政府組織之工作經驗，如熟悉政府及法人單位之運作或經營管理模式尤佳。
3. 專業知識：對台灣的對外政策、區域發展有基本見解，並對我國新南向政策或相關國家之政經研究有高度興趣。如有發表過相關領域之學術研究或評論文章尤佳（含學位論文）。
4. 編輯能力：具議題發想、文案撰寫、文字編輯、封面與內頁設計之規劃及內文內容校對之經驗。如有完整刊物編輯之經驗尤佳。
5. 專案能力：具有會議或研究專案內容策畫與執行之經驗，於期限內完成專案之內容規劃、經費規劃、專家學者聯繫。若有舉辦或執行跨國會議或研究計畫經驗，或同時管理數個專案的經驗尤佳。
6. 行政能力：了解公部門之行政流程與執行方式，包含但不限於：公文撰寫、遴選廠商、經費核銷等工作。
7. 語言能力：能以中、英文進行口語簡報與討論、書信來往
  - 中文：流利（若非母語者請提出 TBCL 6 級以上之能力證明）；
  - 英文：雅思：6.5／托福 IBT：85（請提出語言能力證明，母語者除外）；

- 中英文翻譯
  - 會東南亞或南亞國家語言加分。
8. 專業特質：主動、積極、可獨立作業並兼具團隊合作與互助精神、可同時處理多項事務，具判斷優先順序之能力。重視與同仁間之溝通。
9. 其他加分：
- 影片剪接（Premier pro 尤佳，但不限。）
  - 製圖應用軟體（Photoshop、Illustrator、Indesign 或 Canva）
  - 社群媒體操作

#### 月薪範圍

30,000 - 50,000

#### 福利

勞健保、勞退、年終

#### 應徵方式

請填妥本會提供之線上表格，並上傳相關文件：  
<https://forms.gle/A8K9PyEbwddXkkBh9>

#### 截止日期

隨到隨審，直至找到適合人選為止。

#### 甄選流程

書面審查、筆試、面試（台亞基金會僅通知進入甄選流程者，恕無法一一回覆所有應徵者）

#### 工作地點

臺灣亞洲交流基金會（10657 臺北市大安區仁愛路三段 136 號 11 樓 1107 室）

## **Taiwan-Asia Exchange Foundation is hiring!**

Enrich your career advancement at the beginning of a whole new year.

Are you interested in international exchanges? Do you want promoting international exchange to be part of your career?

We are looking for someone who is enthusiastic about and has own unique thoughts on Asian affairs and youth development; capable of carrying out project planning and handling administrative affairs simultaneously; and is willing to work both independently and collectively as a team member.

The position—Assistant Research Fellow—at the Taiwan-Asia Exchange Foundation (TAEF) offers you opportunities to plan and execute projects with international partners, and turn your vision into reality. If you have a strong sense in international affairs, and are interested in project management and are attentive to administrative details, you are welcome to join TAEF and take part in developing Taiwan's external relations.

### **Taiwan-Asia Exchange Foundation**

Founded in 2018, the Taiwan-Asia Exchange Foundation (TAEF) is the first policy-oriented think tank in Taiwan focusing on Southeast Asian and South Asian affairs. In the spirit of the New Southbound Policy (NSP), the goal of the TAEF is to promote comprehensive ties between Taiwan and the 10 ASEAN countries, 6 South Asian states, as well as Australia and New Zealand through cooperation and exchanges in three major fields – including think tanks, non-governmental organizations (NGOs) and young leaders – to consolidate a sense of regional community in Asia and establish long-term cooperative partnerships. TAEF is devoted to building new mechanisms for regional cooperation among Asian societies. Our goal is to cultivate standard policy blueprints for Taiwan, ASEAN, and South Asian countries through frequent regional dialogue, while also highlighting Taiwan's commitment and contributions towards Asia's development through concrete initiatives for cooperation. In addition, the TAEF hosts various international conferences – including the Yushan Forum: Asian Dialogue for Innovation and Progress – with the aim of strengthening ties with New Southbound Policy partner states and societies, while also inviting other like-minded countries to participate in the regional dialogue.

### **Posting Title:**

Assistant Research Fellow – Taiwan-Asia Young Leaders Engagement Program

### **Contract:**

Full-time (40 hours per week)

### **Main responsibilities**

Within delegated authority, the Assistant Research Fellow will be responsible for the following duties:

### **Communication and Publications:**

1. Edit and disseminate daily and biweekly newsletters by gathering, selecting and analyzing information on the Southeast and South Asia region contained in

- communications and publications received from different sources, including the press;
2. Plan and manage the publication of the report of the annual research project on the image of Taiwan and Taiwanese businesses by assisting and coordinating with the principal investigator, gathering and synthesizing on the research findings, and communicating with research teams;
  3. Contribute and produce contents for the TAEF Quarterly as a member of the editorial team.

**Project Management:**

1. Design and convene conferences and/or events under the Young Leader Program including but not limited to SEASAT Youth Camp and an international conference on the Future of Work;
2. Generate impact and enhance partnership by providing convening functions including drafting conference and/or course agenda, recruiting participants, conducting promotional campaigns, and carrying out other administrative functions related to conferences and/or events.

**Event Management (the Yushan Forum):**

1. Assist in conference preparation, including but not limited to contacting panelists, drafting speeches, translating conference files, editing conference handbook;
2. Assist in conference organization;
3. Edit conference report, including but not limited to gathering graphic and text information, setting output format, communicating with relevant contractors, and accomplishing other administrative functions.

**Others:**

1. Perform other related duties as required.

**Competencies:**

1. Education: Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related subjects.
2. Work Experience: A minimum of one year of progressively responsible experience in the public sector, academia, non-governmental organizations or related areas that demonstrates a good understanding of the management or administration of government, foundations, or associations.
3. Professionalism: Ability to identify and analyze political, ethnic, racial, social and economic issues with regard to Taiwan's foreign policy, the New Southbound Policy, and regional development. Publication in relevant files is an advantage (including degree dissertation).
4. Editing and publishing: Ability to develop contents and topics, write and edit commentaries, design publication covers and inner pages, and proofread publications. Professional and practical experience in editing and publishing is desirable.
5. Planning & Organizing: Experience in designing and convening events and conferences and ability to deliver administrative functions in a timely manner. Experience in organizing or convening international conferences, conducting international research projects, or managing multiple projects simultaneously is desirable.

6. Administrative functions: a good understanding of administrative process and practice including but not limited to writing official documents, selecting contractors, and filing reimbursement.
7. Languages: Fluency (oral and written) in Chinese and English is required.
  - Chinese: Non-native speakers are required to present a language certificate that demonstrates a minimum proficiency of TBCL 6 (or equivalent).
  - English: Non-native speakers are required to present a language certificate that demonstrates a minimum proficiency of overall band score of 6.5 in IELTS or 85 in TOEFL iBT (or equivalent).
  - Ability to translate documents from Chinese to English or vice versa.
  - Knowledge of Languages in other languages, esp. Southeast Asian ones, is an advantage.
8. Characteristics: Be able to operate independently and work proactively and collaboratively with colleagues; work on multiple projects simultaneously; assess responsibilities and organize tasks in terms of priority; be willing to learn from others; share credit for team accomplishments and accept joint responsibility for team shortcomings.
9. Desirable:
  - Familiarity with video editing (using Adobe Premiere Pro is an advantage)
  - Familiarity with graphics editing (using Photoshop, Illustrator, Indesign, or Canva is an advantage)
  - Familiarity with social media management

**Salary: 30,000 - 50,000 / month**

**Benefit:**

Labor and health insurance, pension scheme, annual bonus, and annual leave

**How to apply**

**Please complete your application at <https://forms.gle/A8K9PyEbwwdXkkBh9>**

**Deadline:**

Applicants will be screened on a rolling basis. Early submission is suggested.

**Screening process:**

Application will be reviewed based on the application materials, an on-site written exam, and an interview (only a shortlist of candidates will be notified)

**Office**

Taiwan-Asia Exchange Foundation (Room 1107, 11F, NO.136, Section 3, Ren'ai Road, Da'an District, Taipei)