

(English starts from p.4)

## 【臺灣亞洲交流基金會誠徵助理研究員 - 媒體暨計畫行政】

### Job opening at Taiwan-Asia Exchange Foundation – Assistant Research Fellow for Media & Project Management



過年後，為自己發展出多彩多姿的職涯吧！

你對執行國際事務領域的專案有興趣嗎？

我們正在尋找助理研究員，負責本會的媒體宣傳事務，並協助各項計畫下的行政管理。

在這個職位中，您將有機會協助執行國際會議、宣傳本會的政策倡議。

如果您對國際事務深感興趣，並願意挑戰兼具行政與宣傳事務的複合式職位，歡迎加入台亞會大家庭！成為台灣對外政策發展中的一份子！

#### 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

Posting Title:

Assistant Research Fellow

#### 工作時間

9:00-18:00

## 職務概述

1. 協助規劃與執行基金會之宣傳事務：
  - 策劃新南向政策的國內外倡議活動
  - 基金會網站中英文經營
  - 基金會社群媒體中英文經營（臉書、推特、Youtube）
  - 與同仁合作策劃宣傳基金會之活動與研究成果
  - 維護本會與媒體的關係
2. 中英文編輯事務：
  - 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，並發佈中文電子報
  - 與同仁合作編輯英文電子報《TAEF Brief》
  - 擔任基金會季刊《南向》的執行編輯：發掘題目、編輯、採訪
3. 協助基金會計畫下之行政協調工作，常見項目如下，但不限於：
  - 公文撰寫
  - 與廠商詢價與聯繫
  - 經費核銷
  - 結案相關工作（例如：成果彙整）
  - 協助同仁執行計畫
4. 玉山論壇：
  - 規劃與執行玉山論壇會前與會後之宣傳工作，包含統籌影片製作。
  - 協助玉山論壇之進行
  - 協助編輯玉山論壇大會手冊與會後報告書
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。對新南向政策及其國家之政經、社會、文化有興趣。
2. 工作經驗：具相關工作經驗一年以上，如有公部門、法人單位之經歷，有企劃宣傳之經驗尤佳。
3. 行政管理：具理解行政流程之基本能力，細心特質、願意處理公文、文件、數字相關之事務。可同時面對多項專案，並有能力判斷優先順序。
4. 專業能力：具以下任何一項之基本能力（歡迎附上作品集）
  - 中英文文案撰寫
  - 行銷宣傳（線上或線下，且如與政策倡議相關尤佳）
  - 影片剪接（Premier pro 尤佳，但不限。）
  - 製圖應用軟體（Photoshop、Illustrator、Indesign 或 Canva）

● 社群媒體經營

5. 語言能力：

- 中文：精通，如非母語人士，請檢附漢語檢定成績(至少同等於TBCL 6級)；
- 英文：精通，如非母語人士，請檢附英語檢定成績(至少同等於雅思：6.5/托福IBT：85)；
- 中英文翻譯；
- 學習過東南亞或南亞國家語言加分。

6. 專業特質：主動、積極、抗壓性、可獨立作業並兼具團隊合作與互助精神、重視與同仁間之溝通。

**月薪範圍**

30,000 - 50,000 元

**福利**

勞健保、勞退、年終

**應徵方式**

請至本會的線上表格，填寫應徵資訊並上傳相關檔案：  
<https://forms.gle/kNufd73FjnJsYXX2A>

**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 project management on Taiwan-Asia relations, involving communication and administrative tasks?

Taiwan-Asia Exchange Foundation is looking for assistant research fellows in charge of media and communication as well administrative coordination of our projects.

In such a position, you will be required to plan and execute communication projects in order to promote TAEF's image and activities domestically and internationally while dealing with project-related administrative tasks. If you have a strong sense of international affairs, 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

#### **Contract:**

Full-time (40 hours per week)

#### **Main responsibilities**

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

##### **Media & Communication**

1. Plan and execute communication and promotional activities of the

foundation, including but not limited to:

- laying out strategies on domestic and international advocacy on Taiwan's New Southbound Policy
  - managing the foundation's website in Chinese and English
  - managing the foundation's social media platforms (so far TAEF has been on Facebook, Twitter, and Youtube)
  - managing press / media relations
  - collaboration with colleagues to promote the foundation's activities and research works
2. Editorial responsibilities in Chinese and English
- edit and disseminate daily and biweekly newsletters in Chinese and English 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 ;
  - contribute and produce contents for the TAEF Quarterly 《南向》 as executive editor of the editorial team.

#### Administrative coordination

1. Coordinate administrative tasks of the foundation's flagship programs, including but not limited to :
- writing official letters
  - vendor management (e.g.: quotation inquiry, quality control)
  - payment and reimbursement claim
  - assistance in project execution and report edition

#### Event Management (the Yushan Forum)

1. Plan and execute communication strategies of the forum, including video production
2. Conference preparation, including but not limited to contacting panelists, drafting speeches, translating conference files, editing conference handbook;
3. Assist in conference organization;
4. 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

Perform other related duties as required.

#### Competencies:

1. **Education:** Advanced university degree (Master's degree or equivalent) in political science, international relations, communication, journalism, 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. Experience in planning

and executing communication projects is a big plus.

3. **Communication:** capable of carrying out at least one of the works below (work portfolio preferred)
  - Text production (e.g.: posts, speeches, commentaries) in Chinese and English
  - Marketing and communication actions (online or offline. Experience in advocacy projects preferred)
  - Video production (Using Premier pro is preferred, but not obligatory)
  - Graphic design (Photoshop, Illustrator, Indesign or Canva preferred)
  - Social media management
4. **Project management:** the ability to understand administrative processes, be detailed-minded, willing to work with numbers, and deal with administrative documents. Ability to work on multiple projects simultaneously; assess responsibilities and organize tasks in terms of priority.
5. **Languages:** Proficiency (oral and written) in both 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.
6. **Characteristics:** Be able to operate independently and work proactively and collaboratively with colleagues; be willing to learn from others; share credit for team accomplishments and accept joint responsibility for team shortcomings.

### **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/kNufd73FjnJsYXX2A>

### **Deadline**

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

### **Screening process**

The 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)