



Association of  
Asian Social Science  
Research Councils

## Expressions of Interest

### Secondment of Program Co-ordinators to the Association of Asian Social Science Research Councils (AASSREC)

#### Overview

AASSREC is pleased to offer an opportunity for member organisations to identify suitable staff to second to AASSREC to support the delivery of the [Boosting Social Sciences for Better Lives in the Indo-Pacific](#) program during 2024 and 2025.

The secondment model would work in one of two ways:

- The member organisation would release (second) all or part of the time of one of their existing employees to support the AASSREC program, and in exchange AASSREC would remit funding to the value of the employee's salary plus oncosts (up to 30% of salary). In addition to paying salary, the member organisation would be responsible for providing the employee with office space, IT equipment, general internet/phone services, and all relevant insurances. AASSREC would be responsible for providing them with management, covering flights and accommodation for AASSREC-related travel, and all necessary training and specialised software/internet services required.
- The member organisation could employ a new employee specifically for the purposes of the secondment, with the same division of responsibilities as outlined above.

The ideal person for this opportunity will be an early- or mid-career administrator and/or researcher with knowledge and understanding of the social sciences and the broader research context in their own country and/or the broader region. They will need to have very high-level communication skills, including fluency in spoken and written English, as well as good IT skills and the ability to work responsibly and independently.

This could be an existing employee of the AASSREC member who is seeking an opportunity to expand and develop their skills, or a colleague or acquaintance (for example, a research associate in an affiliated university or research centre) who would be interested in contributing to the program.

AASSREC is seeking up to two people to support this work so opportunities exist to have a pair of secondees working together as a team in the same location, or in two different locations with different AASSREC member organisations.

Please see the Position Description below for more information about the role, and please contact AASSREC Secretary General Michelle Bruce ([michelle.bruce@socialsciences.org.au](mailto:michelle.bruce@socialsciences.org.au)) if you would like to explore the opportunity further.

Expressions of interest in this secondment opportunity should be submitted by email to [info@aassrec.org](mailto:info@aassrec.org) by **Wednesday 31 January 2024**.

Expressions of interest should include a cover letter of no more than 2 pages outlining skills and experience relevant to the selection criteria, as well as a CV with contact details for at least two referees. Please also provide the details of the candidate's current and/or expected salary and any applicable oncosts.



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## Secondment Opportunity Program Co-ordinator Position Description

### Position Information

<b>Reports to:</b>	AASSREC Secretary-General
<b>Tenure:</b>	2.5 years fixed term (until April 2026)
<b>Work hours:</b>	Full-time
<b>Travel:</b>	Some international travel required
<b>Location:</b>	Negotiable, and within an AASSREC member organisation in Asia

### Organisation Description

The Association of Asian Social Science Research Councils (AASSREC) is an organisation of national social science research councils, academies, and institutes committed to the promotion of regional cooperation in the field of social sciences among Asia-Pacific countries. Set up in 1973 to help promote the social sciences in the region and to create an Asian identity for the social sciences, AASSREC seeks to promote: collaborative research among scholars in the region; the exchange of scholarly publications and information among Asian social science institutions and individuals; and exchange visits among researchers and scholars from its member-countries. The AASSREC Secretariat is hosted by the Academy of the Social Sciences in Australia and is located in Canberra, Australia.

### Position Overview

The Program Coordinator is responsible for supporting the operation of a coordinated program of activity focused on mapping and understanding the current state and opportunities for social science, supporting high-priority research initiatives through strategic research grants; and connecting and empowering social science research organisations, councils and funders across the region to collaborate and engage with policy-makers to enhance research impact and improve lives in the Indo-Pacific. Responsibilities will include, but are not limited to, managing engagement with AASSREC members, supporting and promoting engagement of social scientists in the Asia Pacific region with AASSREC programs, and organising and co-ordinating meetings, workshops and conferences. As part of this role, the Program Co-Ordinator will work closely with and support the AASSREC Secretary-General, including acting on occasion as her delegate and proxy at meetings.

The successful applicant will be appointed through a secondment arrangement with an AASSREC member organisation in Asia; working primarily remotely with the AASSREC Secretariat. The conditions of employment will be negotiated between AASSREC and the AASSREC member organisation (the employer) as part of the secondment agreement.

### Duties and Responsibilities

Provide high level administrative support and project co-ordination advice and support to ensure successful implementation of AASSREC programs and activities including:

- Organise and co-ordinate international workshops, meetings, and conferences.
- Co-ordinate the administration of AASSREC's international research grant programs including the call for and assessment of applications, the preparation of funding

agreements, and the documentation of key milestones for internal and external stakeholders, and reporting purposes.

- Co-ordinate the AASSREC mentoring program including the call for applications, the matching and selection of program participants and end-of-program evaluation.
- Provide secretariat support for AASSREC committees and working groups, including but not limited to, the Executive Council, Program Steering Committee, and Policy and Strategy Committee.
- Draft program documents and reports, including Council papers, program output reports, and support the AASSREC communications team with draft media briefs and announcements.
- Initiate and foster professional relationships with AASSREC members, partners and external stakeholder groups to support the organisation's regional engagement initiatives.
- Monitor the AASSREC inboxes, respond to internal and external enquiries and correspondence and refer or escalate matters as appropriate.
- Maintain up-to-date records of members, partners, and other stakeholders.
- Contribute relevant material to AASSREC newsletters, website and social media channels.
- Undertake other tasks that may be reasonably requested from time to time.

### **Selection Criteria**

*Required skills and experience:*

1. Demonstrated experience in providing high-level administration, business support and/or project management.
2. Excellent oral and written communication skills in English.
3. High level ability to develop positive working relationships and collaborate with a range of stakeholders from culturally diverse backgrounds.
4. Demonstrated experience and proficiency in the MS Office Suite and high-level skills in, or ability to pick up platforms including Salesforce, Trello, and SharePoint.
5. Ability to work autonomously, managing multiple and competing tasks with tight deadlines and changing priorities.

*Desirable qualifications and experience:*

6. Tertiary qualifications in a relevant field
7. Understanding of science systems and/or research sector

### **Expressions of Interest and Contact details**

Expressions of interest in this secondment opportunity should be submitted by email to [info@aassrec.org](mailto:info@aassrec.org) by **Wednesday 31 January 2024**.

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To discuss your interest in this opportunity please email Michelle Bruce, AASSREC Secretary-General: [michelle.bruce@socialsciences.org.au](mailto:michelle.bruce@socialsciences.org.au)

The Association of Asian Social Science Research Councils strives to create an inclusive work culture and therefore welcomes and encourages applications from diverse communities.

### **Employment status**

The Program Co-ordinator will be employed by an AASSREC member organisation in Asia and will be seconded to AASSREC for the term of appointment.