

Research Analyst (Contract)

About the Role

The Research Analyst at The Circulate Initiative facilitates the advancement of a multifaceted research agenda that informs the engagement of key actors to prevent ocean plastics and advance a circular economy. This role will require the incumbent to generate content and provide research oversight for projects on ocean plastics and advancing the circular economy for plastics. The Research Analyst will be part of The Circulate Initiative's Insights team reporting to the Research Director.

Key Responsibilities

Research

- Scope, research and publish content on themes as diverse as plastic waste management, human rights, ocean health, capital markets, global supply chains, sustainability and the circular economy
- Support the management of projects with external research partners when called upon
- Ensure timely delivery of high-quality, credible work products
- Discuss, disseminate and amplify the sharing of insights at stakeholder engagements and through conferences and social media
- Engage a wide range of key stakeholders as project advisors and audience members
- Responsibly manage project budgets and contribute to reporting when necessary

Knowledge Management

- Maintain tools and processes to support ongoing learning and access to data across the organization
- Promote a data-driven culture, and encourage colleagues to use and contribute to resources and tools

Research Partner Management

- Develop, expand and maintain a network of external research partners
- Coordinate and support discussions and contractual matters with research partners

Development

- Support the development of compelling project proposals and scopes of work to secure funder and partner interest



Skills and Qualifications

- A minimum four years' experience in themes or topics for developing a circular economy for plastics in emerging markets in Asia
- Proficiency in MS Office, Google Suite and other relevant data analytics, processing and visualisation software
- Strong primary and secondary research skills
- Knowledge of a wide range of research/analysis methodologies and decision-making/design processes
- Exceptional people skills, known for being a good listener, taking feedback well, generating actionable insights, and being a trusted advisor
- Excellent project management skills; ability to prioritize, set and meet deadlines, anticipate needs and opportunities
- Clear verbal and written communication skills; loves to tell stories with data and can produce deliverables appropriate to the audience on a tight timeline
- Proficiency in one or more of the South East Asian regional languages a plus
- Innately curious, aggressive problem solver with a bias toward action
- Comfort with ambiguity and enthusiasm for an entrepreneurial work environment within a young and evolving organization
- Ability to work remotely and flexibly across time zones with colleagues in the Americas, Asia, and Europe; key staff are based in Singapore
- Compensation negotiable, based on experience

This is a one-year contract position with the option to renew.

Location

Singapore (must be either Singaporean citizen or permanent resident), or remote from India, Indonesia, Thailand, the Philippines or Vietnam.

To Apply

Please submit your resume and cover letter with the email subject line: "TCI Research Analyst 2023" to hello@thecirculateinitiative.org. **Applications close on January 31, 2023.**



Thank you for your interest in The Circulate Initiative and this role. Kindly note that only shortlisted candidates will be contacted.

About The Circulate Initiative

The Circulate Initiative is a non-profit organization committed to solving the ocean plastic pollution challenge and advancing the circular economy in South and Southeast Asia. In partnership with key industry stakeholders, we work to build more circular, inclusive and investible waste management and recycling systems. The Circulate Initiative pursues two key strategies to achieve its goals: incubating new solutions and developing research and insights.

<https://www.thecirculateinitiative.org/>