

Regional Associate for Asia

Key details

- **Remuneration:** Benchmarked against our competencies framework at GBP 40,000 - 55,000 (USD 50,000 - 66,000) dependent on experience.
- **Hours:** Full time, 37.5 hours a week but flexible working will be considered with virtual team meetings up to UTC+08 22:00 at least twice per week, and in-person sessions (restrictions permitting).
- **Annual leave:** 26 days plus the public holidays of your country of residence.
- **Location:** Home-based, remote working, flexible work location. This post is only open to candidates residing in Southeast Asia (UTC +07 to +09). Applicants must have the right to work in their country of residence as we cannot provide work visas for any country.
- **Travel:** Candidates must be willing to travel up to 40% of their FTE within the Asia Pacific region, and outside the region as required.
- **Contract type:** The role is permanent and a part of the core team but due to our remote organisation set-up, the contract will be that of an international self-employed contractor.
- **Reports to:** Regional Manager for Asia Pacific.
- **Line management:** No direct report. Contractors as required.

About Open Ownership

[Open Ownership](#) is driving the global shift towards transparency over who owns and controls corporate vehicles, known as beneficial ownership transparency (BOT).

We are working to create a world where governments, businesses, and citizens can readily access and effectively use accurate, complete, and high-quality evidence and information on the true owners of companies, not only to achieve transparency but to reduce key global and national risks such as corruption and tax evasion, and create a more sustainable business environment.

To achieve this, our team of implementation, technology, policy, and research experts:

- Provides technical assistance to [implement](#) beneficial ownership transparency reforms;

- Builds [technology](#) and capacity to use beneficial ownership data; and
- Conducts [research](#) and advocates to shape global policy and practice.

We are a remote organisation with a growing global [team](#) of professionals based in Argentina, Chile, France, Mexico, Namibia, Nigeria, the Philippines and South Africa as well as the United Kingdom (UK) where currently 50% of the organisation is based.

We offer a fast-paced environment with an emphasis on agility and flexibility. People who enjoy learning and variety in their work will be particularly well-suited for our team. Although home-based, our fully remote team does meet in-person at least once a year (restrictions allowing).

Purpose of the post

In this role, you will join a globally distributed team, working on delivery of Open Ownership's support to priority national governments in the Asia Pacific region. You'll provide high-quality administrative and content support to enable programme and project delivery, as well as take an active role in maintaining stakeholder relationships in the region.

Open Ownership has worked alongside international organisations like the United Nations Office on Drugs and Crime and the Extractive Industries Transparency Initiative to support the implementation of beneficial ownership reforms in countries like Indonesia, the Philippines, Mongolia, and Armenia. We hope to expand our support to a growing portfolio of countries within the region seeking to implement reforms.

People who enjoy learning and variety in their work will be particularly well-suited for our team. The ideal candidate would know how to work independently, with some guidance and support. At times, you will be faced with complex issues or challenges, and you must be able to think through them and come up with recommendations. On occasion, you may be asked to represent or assist others in representing the organisation externally. You will report to Open Ownership's Regional Manager for Asia Pacific and work closely with colleagues throughout the organisation as part of the Country Implementation Team.

You will use collaboration tools, effective communication, and your sharp administrative skills to deliver on the following key areas.

Key tasks and responsibilities

1. Support Open Ownership's technical and policy delivery to national governments implementing beneficial ownership transparency

- Support the implementation of impactful beneficial ownership transparency reforms in select countries within the Asia Pacific region by:
 - Assisting in the delivery of technical assistance throughout a country's BOT implementation journey, e.g. initial scoping assessment, policy review, user research and systems support;

- Liaising with policy and technical colleagues, as well as consultants, to deploy their expertise as required;
- Supporting emerging areas of work, e.g. beneficial ownership data use.
- Support the Regional Manager for Asia Pacific and the Country Implementation Team as needed.

2. Assist the Open Ownership team to sustain and grow working relationships with national stakeholders across Asia and the Pacific

- Provide support in communicating with stakeholders across government, civil society, private sector in the region, and maintaining relationships with key external partners.
- Organise and provide administrative, logistical, and content support for national and regional events, workshops, capacity-building sessions, and other engagements.

3. Document and share knowledge arising from Open Ownership's work in the region

- Work with the Programmes and Monitoring, Evaluation and Learning (MEL) Manager to collect, document and analyse data to track Open Ownership's work in the region.
- Work with colleagues across the organisation to identify learnings from work in the region. Facilitate the implementation of improvements and course corrections based on these learnings, and the formation of resources, tools and thought leadership outputs.
- Facilitate sharing of knowledge arising from Open Ownership's work in the region with partners, stakeholders, and the wider international community.

Candidate profile

The successful candidate will demonstrate the following skills and attributes:

- A university degree in law, economics, public administration, international development, or related fields; a Master's degree would be an asset.
- At least three (3) years experience in a relevant field (e.g. governance, policy, law, anti-corruption, digital transformation) in at least one country in Asia; regional experience is an advantage.
- Experience maintaining relationships with diverse stakeholder groups, including governments and civil society.
- Experience supporting MEL for international projects.

- Fluent business English with excellent communication skills, both written and verbal; knowledge of any Asian national language would be an asset.
- Passion for how open data and policy can together drive positive impact, and knowledge of this work in contexts across the region.
- Confidence with Microsoft Office and G-Suite essential, experience with Notion would be an asset.
- A quick learner, able to swiftly understand information about complex issues.
- An organised and action-oriented professional with a keen eye for detail who is confident using their own initiative and finding ways to support a busy team.
- Strong administrative and organising skills with experience organising high-quality events and workshops.
- A team player with the ability to adapt and thrive in a remote multicultural working environment.
- Entrepreneurial and able to look for opportunities to solve problems, adaptable to changing contexts.

Application process

We want to hear from all voices, and particularly encourage individuals of diverse and marginalised communities to apply. If there is a requirement in the job description which you feel you don't quite meet but are still keen to apply then please do.

Please note that Open Ownership is a fiscally sponsored organisation and the contract will be executed in the name of our fiscal sponsor Global Impact, a non-profit, on behalf of Open Ownership.

Open Ownership uses the [Applied](#) platform for our recruitment which is designed to promote diversity and inclusion through anonymised applications and scenario-based questions. Our initial process will be solely based on your anonymised answers within the Applied platform. We will also ask you to submit your CV, but your CV will not be reviewed unless we decide to invite you to interview. Please note that we will not accept AI generated answers and will be checking for its usage in all applications.

If you reach the final stage of interviews, we will retain your details for future posts at Open Ownership, unless you tell us otherwise.

To apply, please complete the question-based process [on the Applied platform](#) by 23:59 UTC at the end of 27 October 2024.