POSITION DESCRIPTION

Position:	**Policy Manager – APAC**
Department:	**Policy**
Location:	**Singapore**
Reports to:	**Senior Director, Policy – APAC**

Summary:

BSA | The Software Alliance is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life. With headquarters in Washington, DC and operations in more than 60 countries around the world, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

The Policy Manager - APAC will be part of the BSA Asia-Pacific (APAC) Policy Team and will assist in the Team's work and activities for advancing BSA's policy positions to promote innovation and digital trade and market access in key jurisdictions in APAC (including Australia, China, India, Indonesia, Japan, Korea, Malaysia, Singapore, Thailand and Vietnam). The incumbent will develop knowledge of BSA, its members, and their high-priority policy issues, including current issues around data privacy, cybersecurity, digital trade, and intellectual property protection and will network with a broad array of government officials, policymakers, academics, and information technology industry professionals. The Policy Manager – APAC reports to the Senior Director, Policy – APAC.

Professional Experience and Qualifications:

- A degree in law, political science, information technology, or a related field of study.
- 3 to 7 years of working experience in government affairs, ideally in a technology company.
- Excellent Internet research skills and experience in policy analysis and writing.
- Demonstrated written and verbal communication skills in English.
- Written and verbal communication skills in at least one other language used in the APAC region (e.g., Mandarin, Bahasa Indonesian, Korean, etc.).
- A strong interest in the information technology industry and the issues faced by the industry.
- Proficiency in the Microsoft Office suite of productivity applications.
- Demonstrated attention to detail, and excellent organizational and problem-solving skills.

- A can-do attitude and the ability to work proactively and independently but also as a team member in a fast-paced environment.
- Willingness to travel.

Key Responsibilities:

- Assist in developing and maintaining relationships with stakeholders and key influencers within the APAC region (including BSA members, other industry associations, think-tanks, government officials, academics, and private sector representatives).
- Analyze policy and regulatory issues that arise and that affect BSA and BSA members.
- Draft and review policy submissions, reports, white papers, presentations, and other documents for advocacy on policy issues.
- Organize and manage policy-related events, meetings, and conference calls with internal and external stakeholders (including developing briefs and taking notes).
- Regularly monitor news feeds and public agency websites for policy developments and public consultations on policy positions and/or legislation.
- Manage and update online knowledge repositories for internal and external documents and materials.
- Additional duties as assigned.

About BSA Benefits:

BSA recognizes that benefits play an important role in your selection of an employer. We offer generous benefits including many unique benefits and perks to our employees in locations around the world and encourage everyone to live a healthy, balanced life. Our comprehensive benefits include:

- Reimbursement for health and personal life insurance
- Paid time off and holidays
- Year-end office shut down between Christmas and New Year's
- Three weeks' paid sabbatical every five years
- Health/Fitness and Financial/Tax Advice reimbursement
- Professional development, continuing education (including tuition reimbursement) and training
- Casual dress

How to Apply:

To apply for this position, please submit your resume and cover letter to careers-apac@bsa.org. Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

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