CORPORATE STRUCTURE OF ASIA COMPETITIVENESS INSTITUTE (Administrative Staff) – as of 2 November 2015

**Professor TAN Kong Yam**
Co-Director

**Associate Professor TAN Khee Giap**
Co-Director
(50% ACI, 50% Academic Affairs)

**Ms Tracy CAI Jiao (Hons)**
Manager and PA to Co-Director
- Team Member for Annual Competitiveness Analysis and Development Strategies for ASEAN 10 Economies
- Personal Assistant to Professor Tan Kong Yam, Co-Director, ACI
- In charge of all human resource matters – recruitment, resignation, renewal & extension of contracts, payment to staff, etc
- To update of ACI corporate charts
- To provide information for updating ACI staff directory list
- To manage ACI visitors records list
- To manage the name tags and name cards for all staff

**Miss YAP Xin Yi Estelle**
Manager and Special Assistant to Co-Directors
- Team Member for Annual Competitiveness Analysis and Development Strategies for 33 Indonesia Provinces
- Annual Competitiveness Analysis and Development Strategies for 35 States and Federal Territories of India
- Oversee planning, organizing and execution of ACI Annual Conference and all ACI & SINCPEC-related conferences, seminars, meetings and all local/overseas events
- In charge of all finance-related matters – ACI budget / accounting records / payments.
- To prepare business development proposals, marketing reports, quarterly ACI progress reports for submission to Dean and Ministry of Trade & Industry (MTI)
- To support Co-Directors in establishing partnerships with all local and external collaborators, donors etc.
- In charge of ACI (and SINCPEC) conferences proceedings, all ACI publications
- To provide information/documents for uploading in ACI website
- To coordinate and support ACI research field trips
- To provide administrative and logistics support for all ACI research projects

**Miss Nuriyana Binte Yusoff**
Management Assistant Officer
- Maintain and update ACI website
- Maintain and manage ACI’s publication inventory
- Maintain and manage ACI’s stationery, IT, collaterals and other inventories
- Manage ACI Libraries
- Maintenance of IT equipment
- Update ACI Notice Board with posters for upcoming events
- Assist in printing of ACI publications & collaterals
- Assist in the management of ACI Notice Board with posters for upcoming events
- Assist in logistics support for all ACI & SINCPEC related conference, events and meetings
- Providing administrative support for all ACI research projects
- Team Member for Annual Competitiveness Analysis and Development Strategies for
  1. 33 Indonesian Provinces
  2. 35 States of India

**Legend:**
- Full-Time Contract Base
- Full-Time Project Base (CFS)

Updated: 2-Nov-15
Vetted By: Co-Director, ACI