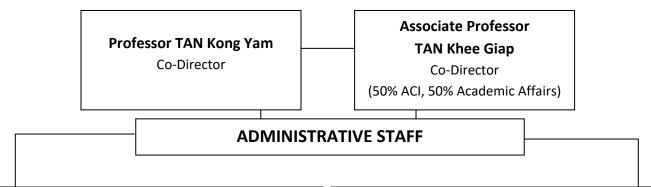
CORPORATE STRUCTURE OF ASIA COMPETITIVENESS INSTITUTE (Administrative Staff) – as of 1 October 2018



Ms Tracy CAI Jiao BSc (Hons)

Manager and PA to Co-Director

- 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
- In charge of procurement of office stationery and equipment
- To provide administrative and logistic support for all ACI research projects
- To assist in all ACI & SINCPEC related conference, events and meetings
- To manage ACI visitors records list
- Team Member for Annual Competitiveness Analysis and Development Strategies for ASEAN 10 Economies

Miss Dewi Jelina Ayu Binte Johari

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
- Manage ACI name card database
- Manage ACI souvenirs records and displays
- Manage the name tags and name cards for all staff
- Filing ACI Weekly Research Brainstorming Meeting (WRBM) Minutes
- Update and manage ACI Notice Board with posters for upcoming events
- Assist in updating ACI posters and collaterals
- Assist in logistics support for all ACI & SINCPEC related conference, events and meetings
- Providing administrative support for all ACI research projects

Ms YIP Fung Yi Estelle

PA to Co-Director

- Personal Assistant to Associate Professor Tan Khee Giap, Co-Director, ACI
- To coordinate research project on Annual Competitiveness Analysis and Development Strategies for 33 Indonesia Provinces & ASEAN-10 Economies
- To conduct ranking and simulations for research projects on Annual Competitiveness
 Analysis and Development Strategies for
 - 1. 34 Greater China Economies
 - 2. 36 States of India
 - 3. ASEAN 10 Economies
 - 4. 34 Indonesia Provinces

Miss YAP Xin Yi BSc

Manager and Special Assistant to Co-Directors

- Team Member for
 - 1. Annual Competitiveness Analysis and Development Strategies for 34 Indonesia Provinces
 - 2. Annual Competitiveness Analysis and Development Strategies for 36 States and Federal Territories of India
- Oversee planning, organizing and execution of ACI Annual Conference and other ACI & SINCPEC-related conferences, seminars, meetings and all local/overseas events
- Involved in ACI finance-related matters for ACI budget / accounting records / payments.
- To prepare business development proposals and marketing reports for the school and Biannually ACI progress reports for submission to Provost
- 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 Nurliyana Binte Yusoff

Senior Executive

- In charge of processing all ACI invoices/RFP/CTA/PCard payments
- Maintain and update ACI website
- Update and manage ACI Notice Board with posters for upcoming events
- In charge of updating & printing all ACI posters for publication & collaterals
- Arrange and purchase air tickets for guests/speakers/field trips
- Facilitate all the field trip reimbursement by ACI staff
- 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 34 Indonesia
 Provinces
 - Annual Competitiveness Analysis and Development Strategies for 36 States and Federal Territories of India
 - 3. International Integrated Resort Index

Legend:

Full-Time Contract Base

Full-Time Project Base (CFS)

Updated: 1-Oct-18
Vetted By: Co-Director, ACI