



## Vacancy at Asia-Europe Foundation (ASEF)

<b>Title</b>	Admin/Project Manager
<b>Department</b>	Culture
<b>Type of Position</b>	Initially 1-year contract
<b>Estimated Starting Date</b>	July 2018
<b>Deadline of Application</b>	30 June 2018

### Asia-Europe Foundation (ASEF)

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, governance, sustainable development, economy and public health.

ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM)<sup>1</sup>.

ASEF runs more than 25 projects a year, consisting of around 100 activities, mainly conferences, seminars, workshops, lectures, publications, and online platforms, together with about 125 partner organisations. Each year over 3,000 Asians and Europeans participate in ASEF's activities, and much wider audiences are reached through its various events, networks, and web-portals.

For more information, please visit [www.ASEF.org](http://www.ASEF.org)

### About the Department

The Culture Department at ASEF conceptualises, funds, implements and evaluates multilateral arts projects connecting the 53 ASEM partners.

ASEF's culture programme portfolio comprises of information platforms, support to cultural mobility, artistic collaborations, support to networks and policy dialogues.

We work in collaboration with partners from both regions and representing both government agencies and civil society actors. In addition to fostering sustainable partnerships between Asian and European artists and arts organisations, we also facilitate dialogue between the arts community and government agencies responsible for culture.

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<sup>1</sup> The **Asia-Europe Meeting (ASEM)** is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. The 53 ASEM partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat. For more information, please visit [www.ASEMinfoboard.org](http://www.ASEMinfoboard.org)

## **About the Position**

The Culture Department (CE) is offering a job opportunity for a talented and reliable staff member to assist in the operational management of the department. The Admin/Project Manager will provide professional administrative support to the department, and will have the function of personal assistant to the Department Director. The incumbent's work will be under the supervision of the Department Director. The appointment is on a one-year open contract basis with an initial 3-month probation period.

### **Key Responsibilities**

- Assist the Director with external and internal communication
- Manage administrative support for the department, including internal approvals
- Organise travel, financial claims and reimbursements, budget, and follow-up
- Manage the department's internal procedures as the Contact Point for the Finance and Administration Department, follow-up and assist in the administration of funding support of programmes/activities
- Co-ordinate the administrative tasks of the Department
- Assist in the implementation and execution of activities assigned by the Director
- Maintain and update the Department's calendar of activities
- Develop and maintain contact database, key information related to projects, partners, alumni and ASEM partners
- Prepare presentations and documents, meetings notes and minutes, for the Department Director
- Support the overall communication of the department and administration of website content of the Culture department

### **Qualifications and Experience**

- Bachelor's degree or Diploma in Business Administration or Business Management
- Minimum 7-8 years of relevant work experience in administration (some project management experience preferable)
- Citizen of an ASEM partner country

### **Key Competencies**

- Experience in the management of administrative tasks and responsibilities
- Administrative management of project and budget/financial follow-up, database and contacts management, organisation of international travel and agenda follow-up, organisation of meetings and high level events; reliable and self-organised, quality-oriented, time concerned/meeting deadlines, demonstrate a collaborative approach and professional attitude

## **Remuneration**

The successful candidate will be offered a monthly salary commensurate with her/his qualifications and work experience. Other applicable benefits include an annual wage supplement, paid leaves and medical benefits.

## How to Apply

To apply for this position, please submit the followings documents:

- Cover letter detailing the qualities and contributions that you can bring to ASEF  
Curriculum vitae with your contact details, highlighting your education, work experience, and other qualifications related to the job requirements
- Copy of your passport(s)
- Contact details of 2 referees who can comment on your recent work in a professional capacity; please mention the capacity in which you know them

Please send your application by e-mail with the subject “**1804CE03\_your full name**” to [hr@asef.org](mailto:hr@asef.org) by Saturday, **30 June 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.

Asia-Europe Foundation (ASEF) | 31 Heng Mui Keng Terrace, Singapore 119595  
T: +65 6874 9700 | F: +65 6872 1135 | [www.ASEF.org](http://www.ASEF.org)