



## Asia-Europe Foundation (ASEF)

### Job Opening

Job Title	Project Executive
Department	Political & Economic
Location	Singapore
Type of Contract	Initially 1 year, renewable
Expected Starting Date	June 2018/Immediate
Application Deadline	23 June 2018

#### About the 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 ASEF Political & Economy Department

ASEF's Political & Economic Department aims to provide and communicate quality, actionable inputs for the policy dialogue between Asia and Europe.

Our goals are:

- Regularly monitoring and analysing developments in Asia-Europe relations in order to identify issues where ASEF can provide an added value
- Designing and implementing programmes responsive to the identified needs of Asia-Europe relations
- Transforming the outcomes of programmes into inputs actionable for Asia-Europe policy dialogue
- Delivering and implementing a communication strategy for the dissemination and advocacy of the Political & Economic Department activities

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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)

Our current thematic areas of work include:

- Governance
- Economy

## **About the Position**

The Political & Economic Department is looking for a staff member to coordinate the implementation of the Asia-Europe Public Diplomacy Training Initiative and the ASEF Perceptions Study - Europe through the Eyes of Asia, as well to contribute to the Informal ASEM Human Rights Seminar. The incumbent's work will be under the supervision of the Department Director, and will work with the Project Manager and Project Officer of the respective projects. The appointment is on a 1-year contract basis with an initial 3-month probation period.

## **KEY RESPONSIBILITIES**

### **1. Project Management**

#### ***Asia-Europe Public Diplomacy Training Initiative***

- Provide Department Director with research support for developing training concept and content and work on the elaboration of the programme, as well as identifying experts and trainers in the field of Public Diplomacy
- Coordinate the implementation of project activities including trainings, experts' meetings and publications
- Undertake logistics management for prior, during and post assigned events
- Execute the publicity strategy for the project including developing promotion and information materials, press releases, website content, etc. in cooperation with the Communications Department
- Assist with the financial procedures related to the project, including the reimbursement of participants and financial reporting
- Promote strong networks and good relationships with partner institutions

#### ***Informal ASEM Human Rights Seminar Series***

- Provide Department Director / Project Manager with research support for developing training concept and content, as well as identifying experts
- Contribute to the Human Rights Seminar Series activities development,
- Develop and implement the Training Component
- Assist with the financial procedures related to the project, including the reimbursement of participants and financial reporting
- Promote strong networks and good relationships with partner institutions

#### ***ASEF Perceptions Study - Europe through the Eyes of Asia***

- Provide Department Director with research support for developing concept and content, as well as identifying experts
- Coordinate the implementation of project activities including experts' meetings and publications
- Undertake logistics management for prior, during and post assigned events
- Execute the publicity strategy for the project including developing promotion and information materials, press releases, website content, etc. in cooperation with the Communications Department
- Assist with the financial procedures related to the project, including the reimbursement of participants and financial reporting
- Promote strong networks and good relationships with partner institutions

### **Common Tasks**

- Support the implementation and execution of the programmes / activities within the Political & Economic Department
- Prepare the narrative, financial and communication reports to stakeholders
- Undertake administrative and logistical management for projects and activities
  - Handle participants' registration, enquiries and reimbursement requests
  - Identify and coordinate with the vendors (hotel, caterer, printing house, etc.)
  - Maintain project-related databases of contacts and alumni

### **2. Communication**

- Design and implement the project communication plan in cooperation with the Communications Department
- Promote and publicise project activities by using web-based platforms including social media

### **3. Team Work**

- Evaluate topics relevant to the thematic programmes of the Political & Economic Department together with the Director
- Regularly exchange information about department activities on a cross-departmental level
- Represent the Department in internal meetings by participating in committees or working groups

### **4. Network Management**

- Identify, establish and maintain contact with potential co-organisers, steering committee / advisory group members and resource persons of the Department
- Promote strong networks and good relationships with partner institutions
- Represent ASEF at meetings and conferences

### **5. Other**

- Provide input to the Department's overall strategy
- Other administrative and financial tasks that may be assigned by the Director

## **QUALIFICATIONS & REQUIREMENTS**

- Graduate in a relevant field of study, preferably international relations, political sciences, communication, etc.; post-graduate degree preferred
- 2-4 years of work experience; project management and research background preferred
- Candidates must be citizens and passport holders of ASEM Partner countries<sup>2</sup>

## **KEY COMPETENCIES**

- Demonstrated knowledge and interest in multilateralism, diplomacy, international organisations, public health, current world affairs, Asia-Europe relations
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Ability to work in a team environment
- Ability to work effectively with minimal supervision
- Experience of social media engagement strategies will be an advantage
- Proficiency in both written and spoken English
- Excellent report-writing, organisational and communication skills
- Proficiency in Microsoft Office

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<sup>2</sup> For a full list of ASEM Partner countries, please refer to footnote 1 or <https://www.ASEMinfoboard.org/members>.

## 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 equivalent to 1 month's salary, paid leaves and medical benefits.

## How to Apply

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

- Cover letter (maximum 1 A4 page in length) 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)

Please send your application by e-mail with the subject, **1802PE01\_Full Name**, to [hr@asef.org](mailto:hr@asef.org) by **23 June 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.

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