



Asia-Europe Foundation (ASEF)

Job Opening

Title	Project Officer, ASEF Education Policy Programme
Department	Education Department
Location	Singapore
Type of Position	1 Year Contract
Estimated Starting Date	Immediate
Deadline of Application	5 July 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).

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

About the Education Department

ASEF's Education Department designs and implements projects which contribute to education policy dialogue and facilitate youth networks. Through interdisciplinary & pragmatic approaches as well as the integration of ICT as an essential component, these projects strengthen collaboration between education institutions, exchange among youth and link them to the ASEM Education Process and ASEM Leaders' Meetings. ASEF's Education Portfolio includes

ASEF Education Policy Programme

- ASEF Rectors' Conference and Students Forum (ARC)
- ASEF Education Policy Conference Series

ASEF Young Leaders Programme

- ASEF Young Leaders Summit (ASEFYLS)

- ASEF Summer University (ASEFSU)
- Model ASEM
- ASEF Classroom Network (ASEFClassNet)
- ASEF Capacity Trainings

About the Position

ASEF is looking for a pro-active and innovative staff member to support its team in the development and implementation of various projects and activities under both programme strands. She/he will work on all phases of project management, starting from the design, planning, and implementation to the evaluation, and is a creative, versatile, result-oriented team player with solid organisational and communication skills. She/he is passionate, knowledgeable and curious about collaboration and innovation in the tertiary education sector, inclusive and quality education and eager to contribute to the progress of Asia-Europe cooperation in this field. Equipped with excellent MS office skills, she/he will contribute to the development of ASEF's education projects, in particular those linked to tertiary education, by providing up-to-date perspectives on emerging trends in these fields, developing communication strategies as well as giving conceptual, administrative and technical support. The right candidate has a keen and demonstrated interest in Asia-Europe relations and would like to be part of a multi-cultural team which will inspire and where she/he can contribute with hands-on experience and creative input.

Key Responsibilities

1) Project Design and Management

- Work closely with the Project Manager on the design and development of project concepts and proposals
- Support the implementation of activities/projects, including events, communication campaigns, publications
- Research and map developing trends on education – focus on tertiary education and quality education
- Assist in the preparation and compilation of reports and publications
- Assist in the project administration, including technical, logistics and financial matters, as well as documentation
- Maintain project-related documentation and contact databases

2) Financial Management, Procurement and Financial Reporting

- Assist in the prepare project budgets and contracts with service providers and follow up with the financial procedures, including reimbursements and financial reporting
- Contribute to smooth financial procedures, including the preparation of grant submissions, financial reporting and reimbursements
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- Support the preparation of grant submissions, the financial reporting and reimbursement
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3) Communication

- Assist in the development and implementation of communication plans for projects, including the production of promotion and information materials, press materials, online content, etc.
- Support the preparation of project collaterals for public distribution

5) Stakeholder Relations

- Assist in the identification of potential project partners and participants in the right area of competence
- Support the preparation and follow up on meetings with project partners and relevant working groups

6) Contribution to ASEF-wide Activities

- Participate in and provide input to specific committees or working groups in ASEF (e.g. on project management, communication, financial matters or human resources)

Qualifications and Experience

- Bachelor's degree
- At least 2 years working experience in a multi-cultural environment and in an international context is an advantage

Key Competencies

- Cultural sensitivity and demonstrated ability to work in a multi-cultural team
- Good understanding and solid knowledge about the tertiary education sector as well as inclusive and quality education
- Proven organisational and communication skills
- Excellent command of MS Office and good IT skills
- Pro-active and creative in problem solving
- Highly proficient in spoken and written English as working language
- Familiar with basic concepts of project management

Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits.

How to Apply

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

- Cover letter detailing the qualities/contributions that you would bring to ASEF
- Curriculum vitae with your photograph and contact details, highlighting past studies/work experiences related to the above job requirements
- Copy of passport(s)

Please send your application by email with the subject "**1805EDU07_your full name**" to hr@asef.org by **Thursday, 5 July 2018**. As ASEF receives a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via email.

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