



Vacancy at the Asia-Europe Foundation (ASEF)

Title	Project Officer (Communications)
Department	Education Department
Type of Position	1 Year Contract
Estimated Starting Date	Immediate
Deadline of Application	31 August 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 Innovation Labs (ASEFInnoLabs)

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's Education Department is looking for a creative, design-savvy team member with an innovative mind to assist the project team during all phases of project management—from conceptualization to implementation and evaluation. She/he must be experienced in branding, communication, and design, curious about the intersections of education, media and technology, and eager to contribute to the progress of Asia-Europe cooperation in these fields. Equipped with excellent skills in MS office (excel, word and powerpoint), design software (Adobe Suite) and solid ICT-skills (e.g. coding, content management), she/he will contribute to the development of ASEF's education projects by providing up-to-date perspectives on emerging trends in communication strategies and community outreach as well as administrative and technical support. She/he will be joining a multicultural organisation with dynamic and diverse learning opportunities.

Key Responsibilities:

1) Project Design and Implementation

- Provide overall team support with a focus on project communication, social media outreach, and visual content marketing during all phases of ASEF's project management
- Research and map developing trends on information design and visual communication
- Assist in other matters of project management, including technical, logistics and financial matters, as well as documentation (for the purpose of monitoring and evaluation)

1) Development of Information, Education and Communication (IEC) Materials

- Advise the Director and the specific project leads on appropriate branding, multimedia and visual communication strategies leading to the development, design and production of all IEC materials (e.g. project concept note, participant booklets, instructional videos)
- Lead or assist in the preparation, design and compilation of reports and publications
- Liaise with external vendors in the preparation, design and production of various media

2) Organisational Communication (Internal and External)

- Identify and strategize social media outreach for ASEFEdu by way of producing content or implementing visual communication support for specific projects and programmes
- Liaise with other ASEF departments in line with any communication-related matters
- Assist in the management of various partners' and participants' databases
- Monitor ASEF's social media and cascade developing information to the Department

3) Budget Preparation, Procurement and Financial Reporting

- Allocate budget for the dissemination of online content, especially for social media release (i.e. boosted ads, media licenses, stock audio/image/footage purchases)
- Assist, where necessary, in the preparation of project budgets and contracts with service providers linked to communication activities and follow up with the financial procedures, including reimbursements and financial reporting

4) Contribution to ASEF-wide Activities

- Participate in and provide input to specific committees or working groups within ASEF (e.g. on project management, communication, financial matters or human resources)
- Willingness and ability to travel for business and project related activities and trips

Qualifications and Experience

- Diploma / Bachelor's degree (preferably with some elective courses or taken units in the field of arts, advertising, communication, marketing, media, or visual communication)

- At least 1 year working experience in a multi-cultural environment and in an international context is an advantage

Key Competencies

Technical Skills

- A strong understanding of organisational branding, communication and outreach strategies with a demonstrated track record of their implementation from concept and development to production and post-production
- Ability to develop and implement creative concepts in the field of communication
- Excellent communication and information and communications technology (ICT) skills
- Excellent command of Microsoft Office software (Excel, PowerPoint, Word)
- Excellent command of specific Adobe Suite (CS6 or CC) software such as Adobe Acrobat, InDesign, Illustrator, Photoshop, and Premiere (or Final Cut Pro in lieu of Adobe Premiere)
- Solid knowledge of other Adobe Suite (CS6 or CC) software such as After Effects, Dreamweaver, Lightroom, among others
- Working knowledge of CRM software and coding skills are a plus; profound knowledge in web design and development (with some understanding of CSS, HTML, HTML5) preferred
- Expert user of social media apps/platforms (e.g. Facebook, Instagram, LinkedIn, Twitter)
- Working knowledge of cloud-based platforms such as Formstack, MailChimp, and Slack

Transferable Skills

- Cultural sensitivity and demonstrated ability to work in a multi-cultural team
- Pro-active and creative in problem solving
- Ability to multi-task and to work effectively with minor supervision
- Excellent command of spoken and written English as working language
- Interest in socio-political issues and trends in ASEM member countries in the area of the Department's work

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)
- Portfolio of works classified into four: (1) graphic design/information design, (2) print media, (3) video and animation, and (4) photography

Please send you application by email with the subject “**1808EDU01**” to hr@asef.org by **Friday, 31 August 2018**. As ASEF receives a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via email.