

Asia-Europe Foundation (ASEF)

Job Opening

Job Title	Project Officer
Department	Political & Economic - Governance
Location	Singapore
Type of Contract	Initially 1 year, renewable
Expected Starting Date	Immediate
Application Deadline	1 August 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)¹.

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 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 in the areas of Governance and Economy 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's activities

¹ 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

About the Position

The Political & Economic Department is looking for a staff member to support the implementation of the *Asia-Europe Public Diplomacy Training Initiative*, the *Perceptions Study - Europe through the Eyes of Asia* and the *Human Rights Seminar Series*. The incumbent's work will be under the supervision of the Department Director, and a Project Executive. The appointment is on a 1-year contract basis with an initial 3-month probation period.

KEY RESPONSIBILITIES

Primary Function: (a) To assist in the project management of the *Asia-Europe Public Diplomacy Training Initiative* and of *Perceptions Study - Europe through the Eyes of Asia*, under the supervision of the Director and a Project Executive;
(b) To assist in the project management of the *Informal Asia-Europe Meeting (ASEM) Seminar on Human Rights Series* under the supervision of the Director and a Project Manager.

1. Project Management

Asia-Europe Public Diplomacy Training Initiative

- Provide Department Director / Project Executive with research support for developing training concept and content, as well as identifying experts and trainers in the field of Public Diplomacy
- Support the Project Executive in 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

Perceptions Study - Europe through the Eyes of Asia

- Provide Department Director / Project Executive with research support for developing concept and content, as well as identifying experts
- Support the Project Executive in 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

Informal ASEM Seminar on Human Rights Series

- Provide Department Director / Project Manager with research support for developing concept and content, as well as identifying experts
- Support the Project Manager in the implementation of project activities including the annual seminar, training, policy briefings, publications and stakeholder meetings

- Assist the Project Manager / Executive with the logistics for prior, during and post assigned events
- Support the Project Manager/ Executive in the implementation of 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
- For the annual Informal ASEM Seminar on Human Rights: Organise the logistics before the event, manage the logistics, and wrap up the Seminar-related reimbursements and documentation.

2. Overall Project Management

- Contribute to the activities of the department
- Identify and generate themes as well as evaluate topics relevant to the thematic programmes of the Political & Economic Department together with the Director
- Assist in monitoring and managing the department budget and expenses
- Assist in coordinating department and cross-departmental strategies and communication
- Review and generate publications, articles, etc. for the department

3. 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

4. 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

5. 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

6. 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

7. Other

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

QUALIFICATIONS & REQUIREMENTS

- Bachelors in a relevant field of study, preferably international relations, political sciences, communication, etc.; post-graduate degree preferred
- 1 - 2 years of work experience; project management and research background preferred
- Candidates must be citizens and passport holders of ASEM Partner countries²

KEY COMPETENCIES

- Demonstrated knowledge and interest in multilateralism, diplomacy, international organisations, 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

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 "1807PE01" to hr@asef.org **by Wednesday, 1 August 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

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