



Vacancy at Asia-Europe Foundation (ASEF)

Title	Admin/Project Executive
Department	Culture
Type of position	Admin/Project Executive
Estimated Starting Date	January 2019
Deadline for Application	28 December 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)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 Department

The [Culture Department at ASEF](#) conceptualises, funds, implements and evaluates multilateral arts projects connecting over 51 countries in Asia and Europe.

ASEF's culture programme portfolio comprises of [artistic collaborations](#), [support to networks](#), [policy dialogues](#) and [information platforms](#).

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 arts organisations, we also facilitate dialogue between the arts community and government agencies responsible for culture.

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 Executive 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

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

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, external and internal communication
- Assist in the administration of budget related to funding support of project activities
- Manage the administrative support of the department including reporting to stakeholders, maintaining and updating the Department's calendar of activities, Project Plan as well as updating the Sharepoint
- Organise travel, financial claims and reimbursements, budget, and follow-up
- Co-ordinate the administrative tasks of the Department on a daily basis
- Prepare presentations and documents, including meetings notes & minutes for the Director
- Support the overall internal and external communication of the department, administration of CE website
- Assist in the implementation and execution of activities as assigned by the Director
- Maintaining and updating the Department's calendar of activities
Develop and maintain contact database, key information related to projects, partners, alumni and ASEM Partners

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or Diploma in Business Administration or Business Management
- Minimum 3 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, data base 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 and nationality, highlighting your education, work experience, and other qualifications related to the job requirements
- 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 "AdminPE_CE_201812_Your Full Name" to hr@asef.org by **Friday, 28 December 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.