



## Asia-Europe Foundation (ASEF)

### Job Opening

<b>Title</b>	Executive Office Manager
<b>Department</b>	Executive Office
<b>Location</b>	Singapore
<b>Type of Contract</b>	Initially 1 year, renewable
<b>Estimated Starting Date</b>	Immediate
<b>Application Deadline</b>	22 October 2018

#### **About the Asia-Europe Organization (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 and 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 Executive Office**

The Executive Office (EO) supports the Executive Director and the Deputy Executive Director. Management decisions based on the policy guidelines set out by the ASEF Board of Governors are implemented through the Executive Office. It is responsible for determining ASEF's strategic objectives as well as for enhancing its performance. The Executive Office also ensures smooth and efficient co-ordination between ASEF's Departments and task forces, as well as between ASEF and its stakeholders.

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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)

## About the Position

Reporting directly to the Executive Director, the Executive Office Manager provides executive support, serving as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director.

## Responsibilities

- Manage, liaise and coordinate high-level board, ministerial and/or government representatives' meeting agenda, facilitate meeting content development and note key requests in meeting discussion for potential Executive Office follow up:
  - Prepare presentations and talking points for Executive Director discussions during these high-level meetings.
  - Collaborate with Director, Finance & Administration, to facilitate long-term forecasting and budget planning.
  - Support strategic initiatives by clarifying accountabilities across the management team, ensuring proper resourcing and providing project support when required, escalate issues to the Executive Director and recommend mitigating approaches.
- Provide a bridge for smooth communication between the Executive Director's office and internal departments including scheduling, attending meetings, and follow-up on assigned items.
- Research, prioritize and follow up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determine appropriate course of action, referral or response.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow through on projects to successful completion, often with timeline pressures.

## Qualifications & Experience

- Master's degree in Business Administration or related discipline
- More than 6 years experience including supporting C-suite leaders

## Key Competencies

- Strong interpersonal skills and the ability to build relationships with stakeholders, including management team, employees and external partners
- Strong analytical skills
- Ability to conduct research and present data in a succinct and well-written manner
- Ability to work independently and with professional discretion
- Excellent written and verbal communication skills
- Excellent time management and problem-solving skills
- Ability to exercise good judgment in a variety of situations
- Creative and enjoy working in a large, culturally-driven, global, results- and community-oriented environment
- Proficient in Windows, including MS Word, Excel and PowerPoint

## 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 leave and medical benefits.

## How to Apply

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

- Cover letter 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)
- 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 **“Executive Office Manager \_ Your Full Name”** to **hr@asef.org** by **Monday, 22 October 2018**. Please be informed only shortlisted candidates will be contacted.

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