



## Asia-Europe Foundation (ASEF)

### Job Opening

<b>Title</b>	HR Director
<b>Department</b>	Human Resources
<b>Location</b>	Singapore
<b>Type of Contract</b>	2-year renewable
<b>Estimated Starting Date</b>	October 2018
<b>Application Deadline</b>	17 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 Human Resources Department

The Human Resources Department (HR) is responsible for implementing the Organization's HR strategy so that the Organization attracts, manages, develops and retains the employees it needs to achieve its current and future operational objectives.

#### About the Position

This position is newly created to spearhead the formulation and implementation of the HR infrastructure and strategy. The incumbent's work will be under the supervision of the Executive Director. The appointment is on a 2-year open contract basis with an initial 6-month probation period.

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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)

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## Responsibilities

- Responsible for providing coaching, facilitation, team development, whole systems analysis, process re-engineering and organization development services in consultation with executive leaders and management team members to implement organisation improvement initiatives and assure alignment with the Organisation's long term plans.
- Develop and implement manager and employee development programs that support the Organisation's succession plan.
- Provide leadership on talent acquisition initiatives, manage all vacancies and ensure the manpower hiring goals are achieved.
- Design, create, and implement talent development interventions that meet current and future HR needs of the Organisation. Provide guidance and coaching to recognize talent throughout the Organisation and inputs into the Organisation's resourcing and reward strategy.
- Provide advice and counsel to Heads of Department on HR policies and procedures as well as be responsible for coaching the managers in the implementation and on-going management of employee handbook, policies and practices and initiatives in compliance with local legislative regulations.
- Responsible for the planning, design, evaluation, and administration of compensation programs that support the Organisation's reward philosophy. Administer annual salary planning and variable compensation plans. Research salary market data to advise and design market competitive compensation and benefits programs to attract, motivate and retain talents.
- Involved with the design, development, maintenance, and effective implementation of programs to ensure that employees are consistently updated with organisational changes and developments. Ensure employees have a clear line of sight and understanding of the Organisation's mission, objectives and long-term vision for the future.
- Responsible for employee relations programs including, but not limited to, employee counselling, interpretation of policies, equal employment opportunity programs, new employment orientation and employee recreation and service programs.

## Qualifications & Experience

- Bachelor's degree in Business Administration, HR Management or related discipline
- 10+ years of responsible management position within HR with proven track record of building and maintaining credible relationships with stakeholders; building successful leadership teams and developing talents.

## Key Competencies

- **Make sound decisions** – Effectively examine events, issues and problems and generate solution alternatives.
- **Use financial data** – Apply financial knowledge and methods to address the organization's issues.
- **Focus on customers** – Understand internal customer requirements and how to provide exceptional customer experience.
- **Manage execution** – Execute and improve work processes to ensure achievement of the Foundation's goals.
- **Engage & Inspire** – Articulate and inspire commitment to a vision and plan of action aligned with the Foundation's mission and goals.
- **Coach & develop others** – Equip leaders with the tools, knowledge and opportunities they need to develop their resources
- **Promote collaboration & teamwork** – Foster a sense of collaboration and work effectively across the Foundation to achieve goals

- **Demonstrate integrity** – Gain the confidence and trust of others through principled leadership and sound business ethics
- **Show adaptability** – Work effectively in the face of ambiguity and shifting priorities

## 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 followings 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 **“HR Director \_ Your Full Name”** to **hr@asef.org** by **Wednesday, 17 October 2018**. Please be informed only shortlisted candidates will be contacted.

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