



## Asia-Europe Foundation (ASEF)

### Job Opening

Job Title	Communications Manager
Department	Communications
Location	Singapore
Type of Contract	Initially 1 year, renewable
Expected Starting Date	Immediate
Application Deadline	24 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)<sup>1</sup>.

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](http://www.ASEF.org)

#### **About the Communications Department**

The Communications Department (COM) promotes Asian-European cooperation by advancing awareness and knowledge about ASEF, ASEM and key issues of Asian European relations. Aimed at a diverse range of constituencies, including the media and general public, COM's activities foster greater mutual understanding between Asia and Europe.

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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**

ASEF is seeking to hire a highly self-motivated Communications Manager who will be responsible for ASEF's external communications by developing and sustaining a coherent public image through all communications platforms, media networks, outreach activities, projects and events. It involves the conceptualisation, design, development and implementation of communications strategies, visibility-raising engagements and projects. He/she reports to the Director of Communications and helps the Director in ensuring the smooth running of the Department and in managing the Department's resources.

## **Responsibilities**

### **1. Corporate Communications**

- Develop, plan and implement publicity approaches, strategies and campaigns for ASEF projects at all visibility levels
- Contribute to the development of the communications plans for the organisation-wide as well as high-visibility projects, including design, implementation, reporting and evaluation of outreach activities
- Help implement and coordinate communications guidelines

### **2. Project & Activity Management**

- Manage and implement media-related projects and ASEF corporate activities, as assigned by Director of Communications
- Conceptualise projects, e.g. identifying potential project partners, issues for meeting agendas, speakers and participants, etc.
- Define project scope, timelines and budgets; track and report on progress against schedules and budgets
- Coordinate with colleagues in charge to ensure that deliverables are understood and that deadlines are met on time with consistency and accuracy
- Prepare project budgets and contracts with service providers and follow up with the financial procedures, including payments and financial reporting
- Help undertake project-related administrative and logistical management

### **3. Media Relations Management**

- Create and maintain a wide-range of media contacts through various engagement initiatives and platforms, as well as build and manage the media contacts database
- Conduct media monitoring and maintain an understanding of media trends
- Advise and provide support, where needed, for other Departments on media management

### **4. Content Creation & Proofing**

- Contribute to the development of creative multimedia contents, e.g. posts on social media platforms, pictures, videos, livecasts, webinars, etc as well as creative use of all latest social media tools
- Contribute to content proofing of publications such as project-related publications (reports, proceedings, handbooks, etc.), newsletters, leaflets and brochures or any collaterals for public consumption

## 5. Other

- Provide input to the Department's overall strategy
- Mentor and support junior team members
- Participate in and provide input to specific committees or working groups in ASEF (e.g. on project management, communications or financial matters)

### Qualifications & Experience

- Masters degree in Communications, Public Relations, Journalism, Marketing, or other related disciplines
- At least 5-6 years, and for Bachelors degree at least 7-8 years, of relevant working experience in related fields
- Track record of writing skills such as for speeches, articles and annual reports
- Prior experience in a publicity, media, communications agency or communications-related public service will be an advantage.

### Key Competencies

- Deep knowledge, keen interest and high competence in the creative use of communications technology and social media as media engagement tools
- Excellent project/event planning, organisational and management skills
- Ability to multi-task for several on-going projects
- Ability to organise and set priorities for her/his own work as well as for junior team members under her/his supervision
- Demonstrated creative skills; ability to design and/or oversee development of visually compelling and effective graphics for communication collaterals
- Strong interpersonal skills and demonstrated cultural awareness
- Aptitude to build relationships at all levels within the organisation and with external stakeholders
- Excellent command of spoken and written English as working language
- Proficiency in Microsoft Office and good knowledge of web administration; knowledge of design or database programmes; photography and video production

## **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, 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 “**xxxxxx\_Your Full Name**” to [hr@asef.org](mailto:hr@asef.org) by **24 August 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.

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