



Asia-Europe Foundation (ASEF)

Job Opening

Job Title	Personal Assistant to the Executive Director / Ambassador
Organisation Unit	Executive Office
Location	Singapore
Contract Type	Initially 1 year, renewable
Expected Starting Date	1 March 2017
Application Deadline	15 January 2017

About the Asia-Europe Foundation (ASEF)

The Asia-Europe Foundation (ASEF) is an intergovernmental not-for-profit organisation based in Singapore. Founded in 1997 as the only institution of the Asia-Europe Meeting (ASEM)¹, ASEF promotes mutual understanding, strengthens relationships and facilitates cooperation among the people and organisations of Asia and Europe. Together with its partner organisations in Asia and Europe, ASEF runs a variety of programmes and projects in the thematic areas of culture, education, governance, sustainable development, economy and public health. Since its inception, ASEF's activities have engaged tens of thousands of participants and audience from across Asia and Europe. For more information, please visit www.ASEF.org.

About the ASEF Executive Office

The ASEF Executive Office (EO) supports the ASEF Executive Director (ED) and the Deputy Executive Director (DED) in the organisation's overall planning, management and operation, as well as its external liaison, based on the strategic and policy guidelines set out by the ASEF Board of Governors. The EO assists the ED and the DED in ensuring effective implementation of decisions and recommendations made by the Board of Governors, fulfilment of ASEF's mission and objectives, and the enhancement of ASEF's operation and performance; the EO also coordinates cross-departmental communication and collaboration. Externally, the EO is the focal point of ASEF's contact, coordination and cooperation with its Governors and government officials.

About the Position

Supervised by and reporting to the Chief of Staff (CoS), the person will serve as **Personal Assistant to the Executive Director**. He/She will also assist the CoS in the daily operation of the EO, including both internal and external affairs. The person is expected to be able to efficiently and effectively

¹ The **Asia-Europe Meeting (ASEM)** is an intergovernmental forum for dialogue and cooperation between Asia and Europe aimed at strengthening the inter-regional ties. Established in 1996, ASEM addresses political, economic and socio-cultural issues of common interest for both Asia and Europe. ASEM currently involves 53 Partners, namely: 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 about ASEM, please visit www.ASEMinfoboard.org

perform a broad range of administrative functions, including secretarial duties, communication and coordination, stakeholder liaison, event organisation, budgeting and financial work, database and website management.

Main Responsibilities

1) Secretarial Assistance to the Executive Director

- Scheduling and calendar management
- Internal and external communication and correspondence
- Administration of meetings and tele/video-conferences
- Travel arrangements
- Deal with the ED's financial claims and reimbursements
- Other secretarial duties as assigned

2) Administrative Support to Chief of Staff

- Financial tasks: plan and monitor the EO's budget; vet financial claims for approval by the CoS
- Team Management: Assist the CoS in guiding junior team members and training interns

3) Other Tasks in the Executive Office

- Develop and maintain the organisational database
- Assist in managing the intranet when necessary
- Organise/coordinate various events, and provide logistic assistance
- Sort and archive EO files, including confidential documents
- Perform other administrative tasks as assigned

Requirements for the Position

Citizenship

Candidates must be citizens and passport holders of [ASEM countries](#).²

Competences

Commitment, Integrity & Accountability:

- Self-motivated with a positive attitude
- Act in a manner consistent with the organization's principles and core values, and actively contribute to achieving organizational goals
- Reliable, self-starter, and able to work independently as well as with a diverse team

Punctuality & Accuracy

- Punctual, able to deliver multiple tasks in a timely and effective manner, and meet deadlines
- Pay meticulous attention to details and ensure accuracy

Communication:

- Speak and write clearly, concisely and accurately
- Demonstrate ability for effective two-way communication, listen to others, correctly interpret and convey messages from others, and respond appropriately
- Tailor language, tone, style and format to match different audience
- Diplomatic and discreet, with good interpersonal skills

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

Planning & Organising:

- Possess good time management and organisational skills
- Properly identify priority assignments and adjust priorities as required
- Foresee risks and allow for contingencies when planning, monitor and adjust plans and actions as necessary

Confidentiality:

- Highly aware of and strictly maintain confidentiality

Education

- Bachelor's degree in Business or Public Administration, Management, International Relations, Social Sciences or related fields
- Diploma/certificates in administration or other job-related subjects are desirable

Work Experience

- A minimum of 5 years of progressive work experience as personal assistant / executive assistant / administrative officer in a reputable organisation or company
- Experience in database and website management, budgeting, accounting and financial reporting is highly desirable
- A good track record in dealing with government relationship or donor relationship is an advantage
- Experience of working in international organisations and multinational teams is an asset

Languages & Other Skills

- Fluent oral and written English (ASEF's working language); knowledge of other languages of ASEM countries is an asset
- Adept at Microsoft Office, Excel, and PowerPoint
- Good skills in database and website management
- Working knowledge of budgeting, accounting and financial reporting

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 highlighting your education, work experience, and other qualifications related to the job requirements
- 2-3 relevant writing samples
- Copy of your passport(s)

Please send your application by **e-mail** with the subject "**1612E013_Full Name**" to hr@asef.org by **Sunday, 15 January 2017**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.

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