



## Asia-Europe Foundation (ASEF)

### Job Opening

Job Title	Project Funds Manager
Organisation Unit	Finance and Administration (F&A)
Location	Singapore
Contract Type	Initially 1 year, renewable
Expected Starting Date	November 2017
Application Deadline	27 October 2017

#### **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 ASEF Finance and Administration**

The Finance and Administration (F&A) Department ensures sound financial management through appropriate financial planning, reporting and central support systems. Through the F&A support services, day-to-day operations and activities of ASEF are undertaken in an efficient, cost-effective and transparent manner.

#### **About the Position**

Supervised by and reporting to the Director, Finance & Administration, this position is mainly responsible for managing ASEF's Project Funds, handing the different grants and requirement

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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)

from contributing member, as well as in reviewing and improving ASEF's internal finance processes and control.

## **Responsibilities**

### **1) Management of Project Funds and Liaison with Government Donors**

- Liaise with government donors regarding project funds
- Work on technical tasks related to project funds (set up, monitoring, closure)
- Communicate and coordinate internally with different Departments in preparation of required documents and reports for project funds, ensure timely submissions, and verify the conformance with the rules and standards of respective grants
- Handle the application/proposal and reports in accordance with different donors' requirements, with inputs from the Departments.

### **2) Development of Project Fund Guidelines, Finance Internal Procedures and Compliance**

- Develop, implement and monitor Project Funds Guidelines
- Assist Director, Finance & Administration in identifying issues of common concern and interest in different stages of ASEF project management cycle
- Develop policies and procedures for overall ASEF Finance processes, ensure the implementation and monitor compliance
- Propose improvement to ASEF internal process and control (e.g. ensuring compliance and better monitoring)

### **3) Other duties**

- Assist Director, Finance & Administration in preparing various working documents and presentations as required
- Assist in the work of the Finance Team as and when required

## **Requirements for the Position**

Candidates must be citizens and passport holders of ASEM Partner countries<sup>2</sup>

### **Competences**

Commitment, Integrity & Accountability:

- Self-motivated with a positive attitude
- Act in a manner consistent with the organisation's principles and core values, and actively contribute to achieving organisational 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 quality manner, and meet deadlines (including tight 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

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<sup>2</sup> For a full list of ASEM Partner countries, please refer to footnote 1 or <https://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 related fields, such as Development Studies, Public Policy, Business Administration, Economics, Finance, Social Sciences, or Sciences
- Diploma/certificates in other job-related subjects are desirable

#### Work Experience

- Minimum 5 years of extensive work experience in managing donor relationship and project funds, assisting in project monitoring and evaluation, as well as preparing project proposals and reports
- Good experience in handling financial tasks, including budgeting, contract, procurement and payment, and expenditure report, is required.
- A successful track record in dealing with government donors is highly desirable.
- Experience in trainings on project management and evaluation 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 only working language)
- Adept in Microsoft Office, Excel, and PowerPoint
- Previous working experience in international organisation or non-profit sector will be an added advantage

#### **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
- Copy of your passport(s)

Please send your application by **e-mail** with the subject "**1709FA13\_Full Name**" to [hr@asef.org](mailto:hr@asef.org) by **27 October 2017**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.