



Vacancy at the Asia-Europe Foundation (ASEF)

Title	Project Officer, With focus on Communications and Community Outreach
Department	Education Department
Type of Position	Initially 1 year, renewable
Estimated Starting Date	Immediate/April 2018
Deadline of Application	14 January 2018

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).

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

About the Education Department

ASEF's Education Department designs and implements projects which contribute to education policy dialogue and facilitate youth networks. Through interdisciplinary & pragmatic approaches as well as the integration of ICT as an essential component, these projects strengthen collaboration between education institutions, exchange among youth and link them to the ASEM Education Process and ASEM Leaders' Meetings. ASEF's Education Portfolio includes

ASEF Education Policy Programme

- ASEF Rectors' Conference and Students Forum (ARC)
- ASEF Education Policy Conference Series

ASEF Young Leaders Programme

- ASEF Young Leaders Summit (ASEFYLS)
- ASEF Summer University (ASEFSU)
- Model ASEM
- ASEF Classroom Network (ASEFClassNet)
- ASEF Capacity Trainings

About the Position

ASEF's Education Department is looking for a creative, innovative mind and design/IT-savvy team member at the beginning of her/his career to assist the project team during all phases of project management, starting from the design, planning and implementation to the evaluation. She/he is passionate, knowledgeable and curious about the intersection of communication, education and technology and eager to contribute to the progress of Asia-Europe cooperation in these fields. Equipped with excellent skills in MS office (excel, word and powerpoint), design software (Adobe Suite) and solid IT-skills (e.g. coding), she/he will contribute to the development of ASEF's education projects by providing up-to-date perspectives on emerging trends in communication strategies and community outreach as well as administrative and technical support. She/he wishes to join a multicultural organisation with dynamic and diverse learning opportunities.

Key Responsibilities:

1) Project Design and Implementation

- Provide team support with a focus on communication and outreach during all phases of ASEF's project management
- Research and map developing trends on communication, education and technology
- Assist in the preparation, design and compilation of reports and publications
- Assist in other matters of project administration, including technical, logistics and financial matters, as well as documentation

2) Communication

- Identify and strategize social media outreach for ASEFEdu
- Develop and implement communication plans for projects and drive ASEFEdu's community management
- Support the preparation of project materials (concept, design and production)
- Manage the partners' and participants' databases

3) Budget Preparation, Procurement and Financial Reporting

- Assist, where necessary, in the preparation of project budgets and contracts with service providers linked to communication activities and follow up with the financial procedures, including reimbursements and financial reporting

4) Contribution to ASEF-wide Activities

- Participate in and provide input to specific committees or working groups in ASEF (e.g. on project management, communication, financial matters or human resources)

Qualifications and Experience

- Bachelor's/Master's degree
- At least 1 year working experience in a multi-cultural environment and in an international context is an advantage

Key Competencies

- Solid understanding of communication and outreach strategies with a demonstrated track record of their implementation
- Cultural sensitivity and demonstrated ability to work in a multi-cultural team
- Ability to develop and implement creative concepts in the field of communication
- Excellent communication and IT skills
- Pro-active and creative in problem solving

- Ability to multi-task and to work effectively with minor supervision
- Excellent command of spoken and written English as working language
- Excellent command of MS Office software (excel, word, powerpoint) and Adobe Suite is a must; knowledge of CRM softwares and coding skills are a plus; profound knowledge in web administration
- Interest in socio-political issues and trends in ASEM member countries in the area of the Department's work

Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits.

How to Apply

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

- Cover letter detailing the qualities/contributions that you would bring to ASEF
- Curriculum vitae with your photograph and contact details, highlighting past studies/work experiences related to the above job requirements
- Copy of passport(s)

Please send you application by email with the subject "**1712EDU18_Full Name**" to hr@asef.org by **Sunday, 14 January 2018**. As ASEF receives a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via email.