



Vacancy at Asia-Europe Foundation (ASEF)

Title	Project Officer
Department	Sustainable Development & Public Health Section
Type of position	1-year renewable contract
Estimated Starting Date	February 2018
Deadline for Application	3 December 2017

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)¹.

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 Sustainable Development & Public Health Section

ASEF's Sustainable Development & Public Health Section aims to provide and communicate quality, actionable inputs for the policy dialogue between Asia and Europe.

Our goals are:

- Regularly monitoring and analysing developments in Asia-Europe relations to identify issues where ASEF can provide an added value
- Designing and implementing programmes responsive to the identified needs of Asia-Europe relations
- Transforming the outcomes of programmes into inputs actionable for Asia-Europe policy dialogue
- Delivering and implementing a communication strategy for the dissemination and advocacy of the Department activities

Our current thematic areas of work include:

- Sustainable Development
- Public Health

¹ 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

About the Position

The Sustainable Development & Public Health Section is looking for a staff member to support the implementation of the Asia-Europe Environment Forum and the ASEF Public Health Network and assist in the communication and general administrative tasks of the Section. The incumbent's work will be under the supervision of the Section Director, Project Manager, and Project Executive. The appointment is on a 1-year contract basis with an initial 3-month probation period.

KEY RESPONSIBILITIES

1. Project Management

Asia-Europe Environment Forum

- Provide the Director/ Project Manager with support for the coordination of the project
- Implement project activities, including events, communication plans and publications
- Prepare the project budget and monitor expenses
- Coordinate financial report preparation in cooperation with partners
- Identify and invite speakers and audiences for the events in cooperation with the partner organisations

ASEF Public Health Network

- Provide Department Director / Project Manager / Project Executive with support for coordination of the project and implementation of project activities
- Assist with the preparatory documents for the projects including articles and minutes, and contribute to the communications plan for this project under the supervision of the Project Executive
- Undertake management of logistics prior to, during and after assigned events
- Execute the communications strategy for the projects including developing promotional and information materials, press releases, website content, social media posts etc. in cooperation with the Communications Department
- Assist with the financial procedures related to the projects, including the reimbursement of participants and financial reporting

2. Communication

- Design and implement the project communications plan in cooperation with the Communications Department
- Provide the communication support for the events handled by the Section
- Create and maintain the database of relevant contacts
- Promote and publicise project activities by using web-based platforms including social media

3. Team Work

- Evaluate topics relevant to the thematic programmes of the Section together with the Section Director / Project Manager / Project Executive
- Regularly exchange information about Section activities on a cross-departmental level
- Represent the Section in internal meetings on a case-by-case basis

4. Network Management

- Identify, establish and maintain contact with potential co-organisers, steering committee/advisory group members and resource persons of the Section
- Promote strong networks and good relationships with partner institutions
- Represent ASEF at meetings and conferences

5. Others

- Provide input to ASEF's overall strategy
- Participate in relevant ASEF task forces, such as project management, contact database, communication/financial/human resource matters
- Other administrative and financial tasks that may be assigned by the Director / Project Manager / Project Executive

QUALIFICATIONS & EXPERIENCE

- Graduate in a relevant field of study, preferably sustainable development, environmental health, communication, etc.; post-graduate degree preferred
- 1-2 years of work experience; project management background preferred

KEY COMPETENCIES

- Demonstrated knowledge and interest in multilateralism, international organisations, current world affairs, Asia-Europe relations and/or sustainable development and/or public health
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Ability to work in a multicultural environment
- Ability to work effectively with minimal supervision
- Proficiency in both written and spoken English
- Experience of social media engagement strategies
- Excellent report-writing, organisational and communication skills
- Experience in proofreading and editing publications
- Proficiency in Microsoft Office

CITIZENSHIP

- Candidates must be citizens and passport holders of ASEM countries².

Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves and an annual wage supplement equivalent to a month's salary.

How to Apply

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

- Cover letter detailing the qualities/contributions that you would bring to ASEF
- Curriculum vitae with your contact details, highlighting work experiences and studies related to the above job requirements
- Copy of your passport(s)
- Contact details of 2 referees who can comment about 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 "**1711SD17 – full name**" to hr@asef.org by **Sunday, 3 December 2017**. As we receive a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via e-mail.

**Asia-Europe Foundation (ASEF) | 31 Heng Mui Keng Terrace, Singapore 119595
T: +65 6874 9700 | F: +65 6872 1135 | www.ASEF.org**

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