



## Vacancy at the Asia-Europe Foundation (ASEF)

|                                |   |
|--------------------------------|---|
| <b>Title</b>                   | <b>Project Executive<br/>ASEF Young Leaders Programme</b> |
| <b>Department</b>              | Education Department                                      |
| <b>Type of Position</b>        | 1 Year Contract   |
| <b>Estimated Starting Date</b> | Immediate/February 2019                                   |
| <b>Deadline of Application</b> | 5 February 2019   |

### **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 Education Department**

ASEF's Education Department (ASEFEdu) designs and implements projects which contribute to education policy dialogue and facilitate youth networks. Through interdisciplinary and pragmatic approaches as well as the integration of technology 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 Innovation Labs (ASEF InnoLabs)

---

<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)

## **ASEF Young Leaders Programme**

- ASEF Young Leaders Summit (ASEFYLS)
- ASEF Summer University (ASEFSU)
- Model ASEM

## **ASEF Teaching and Learning Programme**

- ASEF Classroom Network (ASEF ClassNet)

Across the above programmes: ASEF Capacity Trainings

## **About the Position**

ASEFEdu is looking for a pro-active and reliable team member to support the development and implementation of various projects and activities under the ASEF Young Leaders Programme. He/She is involved from the conceptualization phase to implementation and execution of the programmes/activities.

The candidate should be a passionate person who is not only curious about youth issues and topics that affect youth, but also dedicated to contributing to the progress of Asia-Europe cooperation in this field. He/she will provide up-to-date perspectives on emerging trends in the youth sector, and give conceptual, communication, administrative and technical support to the [ASEF Young Leaders Summit \(ASEFYLS\)](#) series, the [ASEF Summer University \(ASEFSU\)](#) series, and the [Model ASEM](#) series.

The right candidate should have a keen and demonstrated interest in Asia-Europe relations, experience in a youth/student/volunteer organisation, and would like to be part of a multi-cultural team that will inspire him/her and where he/she can bring our work and mission further with hands-on and intellectual input.

### **Key Responsibilities**

#### **1) Project Design & Management**

- Work closely with the Project Manager on the design and development of project concepts and proposals
- Supports the implementation of youth activities/projects, including events, communication campaigns, and publications
- Research and map developing trends on youth issues and education
- Support the preparation and compilation of reports and publications
- Manage project administration, including technical, logistical and financial matters, as well as documentation
- Maintain project-related documentation and contact databases

#### **2) Financial Management, Procurement & Financial Reporting**

- Support the preparation of project budgets and contracts with service providers, and follow up on financial procedures, including reimbursements and financial reporting
- Contribute to smooth financial procedures, including supporting the preparation of grant submissions, financial reporting and reimbursements

#### **3) Communication**

- Support the direct interaction with youth audiences, including project participants, alumni and general audiences

- Support the development and implementation of communication plans for projects, including the production of promotional and informational material, press material, online content, etc.
- Support the preparation of project collaterals for public distribution

#### **5) Stakeholder Relations**

- Support the identification of potential project partners and participants in the right areas of competence
- Support the preparation and follow-up on meetings with project partners and relevant working groups

#### **6) 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 & Experience**

- Bachelor's degree
- Minimum 3 years' relevant experience
- Experience working in a multi-cultural environment and in an international context is an advantage

#### **Key Competencies**

- Great understanding as well as experience in youth work, particularly in an international youth or student organisation and in non-formal education
- Solid knowledge of project management with a proven track record of project implementation
- Cultural sensitivity and demonstrated ability to work in a multi-cultural team
- Ability to write concise project proposals/reports
- Excellent organisational and communication skills
- Pro-active and creative in problem solving
- Aptitude to build relationships at all levels of the organization and with external stakeholders
- Capacity to multi-task, prioritise and contribute to several projects simultaneously, as well as to work under pressure and with tight deadlines
- Good knowledge of programme planning and project management
- Excellent command of spoken and written English as working language
- Excellent command of MS Office and IT skills, and a good knowledge in web administration

#### **Remuneration**

The successful candidate will be offered a monthly salary commensurate with his/her 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 your application by email with the subject “**PE/EDU/201901**” to [hr@asef.org](mailto:hr@asef.org) by **Tuesday, 5 February 2019**. As ASEF receives a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via email.

*ASEF is an employer who agrees not to discriminate against any employee or job applicant because of race, colour, religion, sex, physical or mental disability, or age.*

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