



Vacancy at Asia-Europe Foundation (ASEF)

Title	Project Executive
Department	Culture
Type of Position	Initially 1-year contract
Estimated Starting Date	June 2018
Deadline of Application	24 May 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)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 Department

The Culture Department at ASEF conceptualises, funds, implements and evaluates multilateral arts projects connecting the 53 ASEM partners.

ASEF's culture programme portfolio comprises of information platforms, support to cultural mobility, artistic collaborations, support to networks and policy dialogues.

We work in collaboration with partners from both regions and representing both government agencies and civil society actors. In addition to fostering sustainable partnerships between Asian and European artists and arts organisations, we also facilitate dialogue between the arts community and government agencies responsible for culture.

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 Culture Department seeks to recruit **2 Project Executives** who are highly motivated, intellectually curious and pro-active, with the ability to work autonomously, problem solve and deliver high-quality outputs. Excellent project management and communication skills are expected.

The successful candidates will assist the Department Director and the direct supervisor in developing and implementing specific projects (such as research studies and dialogue platforms) in the area of cultural policy. They should have the ability to shape projects to align with the Department's goals and take the lead in delivering high-quality outputs.

Ability to work in a multicultural environment is required. Flexibility, tact and resilience are highly valued for this position. Excellent writing skills in English are a must.

The successful candidates will support the Project Manager to conceptualise, implement, communicate and evaluate multilateral projects in the area of cultural policy research and dialogue, with tasks ranging from the organisation of meetings to the production of reports/publications.

Key Responsibilities:

- Support the project management of research and dialogue projects in the area of cultural policy, involving stakeholders from Asia and Europe
- Develop effective briefing documents, project proposals and reports
- Support the production of publications/reports
- Support the planning and implementing project communication with governmental and civil society stakeholders
- Maintain a project-related database of contacts
- Support financial reporting of projects by preparing project contracts and payments

Qualifications & Experience:

- Bachelor's degree in the field of arts management or international relations or other relevant fields
- Minimum 3-4 years of relevant work experience in the arts & culture sector
- Citizen of an ASEM partner country

Key Competencies:

- Ability to manage one's time effectively and meet multiple deadlines
- Ability to learn on-the-job
- Problem-solving mindset
- Excellent communication skills in English, including the ability to write concise projects proposals/reports
- Able to use project cycle management tools
- Tact
- Proficiency in Microsoft Office

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, paid leaves and medical benefits.

How to Apply

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

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

Please send your application by e-mail with the subject "**1804CE04_your full name**" to hr@asef.org by Thursday, **24 May 2018**. As we receive a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via e-mail.

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