



Vacancy at the Asia-Europe Foundation (ASEF)

Title	Project Manager, ASEF Young Leaders Programme
Department	Education
Type of Position	2 Year Contract
Estimated Starting Date	October 2019
Deadline of Application	31 August 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). Our vision is a world in which Asians and Europeans shape the future together - respectfully, fairly and sustainably. Our mission is to complement the Asia-Europe Meeting (ASEM) Process through opportunities for Asians and Europeans to exchange ideas and collaborate, to achieve innovative and sustainable solutions for common global challenges.

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 (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 Higher Education Innovation Laboratories (ASEF InnoLabs)

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

ASEF is looking for an enthusiastic new team member to manage ASEF's Young Leaders Programme with a number of projects to be implemented through phases (from programme/project design, planning, implementation and evaluation).

He/She must be able to create innovative programmes and provide strong guidance to the project team.

He/She should have previous experience working in the higher education sector, preferably with expertise gained at student organisation, and be familiar with the intersection of higher education and technology, as well as higher education policy and inclusive education. He/She is eager to contribute to the progress of Asia-Europe cooperation and our work in the fields of higher education and sustainable development. Equipped with excellent MS office and good IT skills, he/she will contribute to the development of ASEF's education projects by supporting stakeholder relations, communication strategies as well as giving conceptual, administrative and technical assistance.

The right candidate must have a keen and demonstrated interest in Asia-Europe relations and would like to be part of a multi-cultural team where he/she can grow by showcasing and training his/her hands-on experience and creative input in international project work.

Key Responsibilities

1) Support Director in Strategic Development of Programme

- Review ASEF's project management in the respective programme pillar
- Conceptualize programmes with innovative ideas and practices
- Provide ideals and feedback on cross-departmental collaborations

2) Project Design and Management

- Lead design and development of project concepts and proposals for ASEF's Young Leaders Programme
- Oversee and coordinate the management and implementation of all activities under the ASEF Young Leaders Programme, including planning, content creation, partner engagement, alumni relations, communication campaigns, financial management, documentation, etc.
- Contribute to development of best practices (in theory and practice) in ASEFedu's project management, review of past practices, propose alternatives and suggest innovative solutions

3) Financial Management, Procurement and Financial Reporting

- Take responsibility for the preparation, monitoring and closing of project budgets as well as supervise contracts with donors and service providers
- Supervise and guide the project team on financial procedures, including reimbursements and financial reporting
- Ensure smooth financial procedures, including the preparation of grant submissions, financial reporting and reimbursements

4) Communication

- Review and drive the development of publicity strategies for projects, in collaboration with Comms Staff
- Supervise the creation and implementation of communication plans for projects, including the production of information and promotional material, press materials, online content, etc. in cooperation with the ASEF Communications Department

5) Teamwork

- Guide, train, support and inspire the Project Executive and Project Officer to assist in their management and execution of projects
- Provide performance feedback on project team members to Director in a transparent, constructive and fair manner
- Closely collaborate with the Project Managers of ASEF's Education Policy Programme and ASEF's Teaching & Learning Programme on synergies between all activities
- Demonstrate excellent project management skills towards partners, participants and other collaborators, through timely communication and cooperation efforts

6) Stakeholder Relations

- Source and recommend potential project partners and identify participants in the right areas of competence
- Build and nurture a network of professionals and institutions for cooperation
- Ensure meetings with project partners and relevant working groups are followed up on time and in detail

7) Contribute to ASEF-wide Activities

- Take up initiative in ASEF activities, and propose new initiatives
- Regularly participate in and contribute towards specific committee, working group or task force in ASEF

Qualifications & Experience

- Master's degree
- At least 5 years of relevant working experience in programme/project management in a multi-cultural environment and in the international youth sector
- Certificates in training/coaching and project management are a plus

Key Competencies

- In-depth understanding of youth trends and youth policies, with profound expertise gained in a student/youth organisation
- Excellent knowledge of programme planning and project management with demonstrated track record, particularly in team management and partner liaison
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Cultural sensitivity and demonstrated ability to manage a multi-cultural team
- Outstanding experience in conceptualising projects and preparing reports, publications and policy recommendations
- Initiator, pro-active and adept at creating and solving complex problems
- Multi-tasker, able to prioritise, and to autonomously manage internal teams and external partners
- Excellent command of oral and written English as a working language and a proven track record of analytical writing
- Strong command of MS Office and a good knowledge in web administration
- Good grasp of political issues and trends in the field of the Department work in ASEM Partner countries

Citizenship

- Candidates must be citizens and passport holders of ASEM countries¹.

¹ For a full list of ASEM countries, please refer <http://www.ASEMinfoboard.org/about/partners>

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 **"EDU PM/201908 – your full name"** to hr@asef.org by **Saturday, 31 August 2019**.

As we receive a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via e-mail.

ASEF is an employer who does not discriminate against any job applicant or employee based on gender, sexual orientation, disability, age, colour, ethnicity/race, national origin (ancestry), religion (creed), marital status or pregnancy.