



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

Title	Project Officer, ASEF Education Policy Programme
Department	Education
Type of Position	1 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](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 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 at the beginning of his/her career, who is pro-active and innovative and wishes to add fresh perspective to the projects and activities under our ASEF Education Policy Programme. He/She will work on all phases of project management, starting from the design, planning, and implementation to the evaluation, and is a creative, versatile, result-oriented team player with solid organisational and communication skills.

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) Project Design Support**

- Work closely with the Project Manager on the design and development of project concepts and proposals for the two project series ASEF Rectors Conference and Students' Forum (ARC) and ASEF Higher Education Innovation Laboratories (ASEFInnolabs)
- Assist in the project communication, participant liaison and administration, including technical, logistics and financial matters, as well as documentation
- Research and map developing trends on education
- Assist in the preparation and compilation of reports and publications
- Maintain project-related documentation and contact databases

#### **2) Financial and Procurement Support**

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

#### **3) Communication**

- Assist in the development and implementation of communication plans for projects, including the production of promotion and information materials, press materials, online content, etc.
- Support the preparation of project collaterals for public distribution

#### **4) Stakeholder Relations**

- Liaise with participants on their engagement in the project
- Assist in the identification of potential project partners and participants in the right area of competence
- Support the preparation and follow up on meetings with project partners and relevant working groups

#### **5) 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 2 years relevant experience
- Experience working in a multi-cultural environment and in an international context is an advantage

## Key Competencies

- Cultural sensitivity and demonstrated ability to work in a multi-cultural team
- Great understanding as well as proven experience in the higher education and/or lifelong learning sector, and preferably experience in a student organisation
- 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
- Solid knowledge of project management with a proven track record of project implementation
- Ability to write concise project proposals/reports
- Solid 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

## Citizenship

- Candidates must be citizens and passport holders of ASEM countries<sup>1</sup>.

## **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 PO/201908 – your full name"** to [hr@asef.org](mailto: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.*

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