



Asia-Europe Foundation (ASEF)

Job Opening

Job Title	Communications Officer
Department	Communications
Location	Singapore
Type of Contract	Initially 1 year, renewable
Expected Starting Date	Immediate
Application Deadline	06 April 2018

About the 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 Communications Department

The Communications Department (COM) promotes Asian-European cooperation by advancing awareness and knowledge about ASEF, ASEM and key issues of Asian European relations. Aimed at a diverse range of constituencies, including the media and general public, The Communications Department's activities foster greater mutual understanding between Asia and Europe.

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

ASEF is seeking to hire a highly self-motivated and creative On-line Communications Officer who, through the skilful use of media and on-line communications technology, helps contribute to a wider dissemination of ASEF's key messages. He/she reports to the Director of Communications and helps the Director in on-line communications, event planning and execution, as well as management of media and alumni relations.

Responsibilities

1. Online Communications

- Responsible for on-line content management for all ASEF websites, social media accounts and ASEM InfoBoard website
- Responsible for planning, implementing and monitoring appropriate digital and social media strategies for ASEF to promote effective online communications and engagement.
- Oversee the maintenance and enhancement of ASEF's website including website architecture, content and design elements to improve overall functionality, usability and accessibility and user experience.
- Analyse metrics and provide feedback to internal stakeholders on site performance and make recommendations for improvement.
- Initiate and develop creative visual designs and produce relevant videos to boost publicity efforts

2. Project Management and Event Planning

- Plan, implement and manage 2 ASEF project series, namely the ASEF Editors' Roundtable and the ASEF Journalists' Seminar, including logistics, publicity and post-project publication of handbooks
- Explore, recommend and implement new media projects and events with the view to enhancing ASEF visibility especially on the connection between ASEM initiatives and ASEF projects
- Identify and explore possible collaboration with potential media project partners for existing and new media projects/events

3. Alumni and Media Relations

- Build and maintain database for COM's alumni, media contacts and project partners
- Conceptualize, plan and implement strategies to maintain relations with COM's alumni, media contacts and project partners
- Synergize and work with project Departments on journalists' involvement with the view to promoting news coverage of ASEF projects and events

Qualifications

- Bachelors degree in Communications or other related disciplines

Key Competencies

- Deep knowledge, keen interest and high competence in the creative use of communications technology
- Knowledge (self-taught or formally trained) of web design and web management (including coding)
- Ability to design visually compelling and effective graphics for on-line communications and other publicity collaterals
- Competent skills in photography and video production
- Excellent project/event planning, organisational and management skills
- Strong interpersonal skills and demonstrated cultural awareness
- Ability to work in a multi-cultural team
- Ability to multi-task and work effectively with minimal supervision
- Excellent command of spoken and written English as working language

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 followings documents:

- Cover letter detailing the qualities and contributions that you can bring to ASEF
- Curriculum vitae with your contact details, highlighting your education, work experience, and other qualifications related to the job requirements
- Copy of your passport(s)

Only citizens of the 51 ASEM countries need apply.

Please send your application by **e-mail** with the subject “**1803COM02_Your Full Name**” to hr@asef.org by **Friday, 06 April 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.
