



Asia-Europe Foundation (ASEF)

Job Opening

Job Title	Human Resource Manager
Organisation Unit	Finance and Administration (F&A) Department
Location	Singapore
Contract Type	Initially 1 year, renewable
Expected Starting Date	April 2018
Application Deadline	March 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 ASEF Finance and Administration

The Finance and Administration (F&A) Department takes care of Finance, Human Resource (HR) and Administration functions at ASEF. F&A ensures sound financial management through appropriate financial planning, reporting and central support systems. F&A handles HR management for ASEF's multinational staff and secondments. F&A also provides administrative support to the management and all departments.

Through F&A's support services, day-to-day operations and activities of ASEF are undertaken in an efficient, cost-effective and transparent manner.

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

Supervised by and reporting to the F&A Director, this position is responsible for managing the full spectrum of HR functions, including HR administration.

This position is expected to provide strong business partnering management in areas such as talent acquisition, talent pool management, learning and development, workforce planning, compensation and performance management and staff engagement in alignment to ASEF strategies and contribute to the overall efficiency and effectiveness of ASEF.

Responsibilities

Human Resource Management

- Assist the F&A Director in the formulation and implementation of HR policies, programmes and procedures
- Monitor the progress of the implemented HR policies, programmes and procedures and propose follow-up actions
- Supervise the HR cum Admin Executive
- Assist the F&A Director in advising Management on legislation and HR practices to align the Foundation's HR practices with the market to stay competitive and relevant
- Manage recruitment in support of Departments
- Work closely with Departments in providing HR advice on talent management and retention
- Act as a communication bridge between Management and Staff in promoting and the marketing of HR policies, programmes and procedures to Line Managers and Employees via a Committee and briefing sessions or other relevant channels of communications
- Manage and resolve complex employee relations issues
- Maintain employees' relationship, and resolve conflicts at work within the framework of Singapore Employment Act
- Provide staff orientation to ensure that newly recruited staff are properly settled in the organisation
- Promote workplace safety
- Liaise with external professional bodies such as SNEF and government bodies on HR matters to ensure the Foundation's HR practices are compliant and relevant
- Other HR-related duties as assigned by the F&A Director

Requirements for the Position

Candidates must be citizens and passport holders of ASEM Partner countries²

Competences

Commitment, Integrity & Accountability:

- Self-motivated with a positive attitude
- Act in a manner consistent with the organisation's principles and core values, and actively contribute to achieving organisational goals
- Reliable, self-starter, and able to work independently as well as with a diverse team

² For a full list of ASEM Partner countries, please refer to footnote 1 or <https://www.ASEMinfoboard.org/members>.

Personality

- Engaging and capable of representing the organisation and represent HR to the Management with a consultative approach
- Problem-solving and result-oriented

Planning & Organising:

- Possess good time management and organisational skills
- Properly identify priority assignments and adjust priorities as required
- Foresee risks and allow for contingencies when planning, monitor and adjust plans and actions as necessary

Punctuality & Accuracy:

- Punctual, able to multi-task and manage several HR initiatives concurrently in a timely and quality manner, and meet tight deadlines
- Pay meticulous attention to details and ensure accuracy

Communication:

- Speak and write clearly, concisely and accurately
- Demonstrate ability for effective two-way communication, listening to others, correctly interpreting and conveying messages from others, and responding appropriately
- Tailor language, tone, style and format to match different audiences
- Diplomatic and discreet, with good interpersonal skills
- Adapt well in a multi-cultural environment

Education

- Recognised degree in Human Resource Management or equivalent

Work Experience

- Minimum 4 years of extensive work experience in Human Resource management
- Familiar with local employment laws and foreign labour practices
- Experience of working in international organisations or non-profit sector and multinational teams is an asset

Languages & Other Skills

- Fluent oral and written English (ASEF's only working language)
- Adept in Microsoft Office, including Word, Excel, and PowerPoint

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 equivalent to 1 month's salary, paid leaves and medical benefits.

How to Apply

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

- Cover letter (maximum 1 A4 page in length) detailing the qualities and contributions that will be brought to ASEF
- Curriculum vitae highlighting education, work experience, and other qualifications related to the job requirements
- Copy of passport(s)

Please send your application by e-mail with the subject "**1802FA02_Your Full Name**" to hr@asef.org by **Friday, 23 March 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.