



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

Job Title	Project Manager/Advisor
Department	Sustainable Development & Public Health
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	February/March 2021
Application Deadline	15 January 2021

### 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)<sup>1</sup>.

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 Sustainable Development & Public Health Department

ASEF's Sustainable Development and Public Health Department aims to provide and communicate quality, actionable inputs for the policy dialogue between Asia and Europe.

Our goals are:

- Regularly monitoring and analysing developments in Asia-Europe relations to identify issues where ASEF can provide an added value
- Designing and implementing programmes responsive to the identified needs of Asia-Europe relations
- Transforming the outcomes of programmes into inputs actionable for Asia-Europe policy dialogue
- Delivering and implementing a communication strategy for the dissemination and advocacy of the Sustainable Development and Public Health Department activities

Our current thematic areas of work include:

- Sustainable Development
- Public Health

<sup>1</sup> 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](http://www.ASEMinfoboard.org)

## **ASEF Public Health Network**

The Asia-Europe Foundation Public Health Network (ASEF PHN) is part of the ASEM Initiative for the Rapid Containment of Pandemic Influenza. In 2008, ASEM leaders at the 7th ASEM Summit stated their determination to combat a possible human influenza pandemic. Reflecting this strong political statement, the initiative was officially launched in 2009 with the financial support from the Government of Japan. The initiative consists of Stockpiling of Anti-viral Drugs & Personal Protective Equipment as well as ASEF Public Health Network.

The ASEF Public Health Network is a participatory platform which encourages public health dialogue between Asia and Europe. It provides space and opportunities for health and non-health sector representatives to share their knowledge and experience to combat Emerging Infectious Diseases (EIDs). This exchange facilitates partnerships between multi-level actors from governments, international organisations, corporations, academia, non-profit organisations and the media. The Network strengthens cooperation between Asia and Europe to tackle common public health challenges with the focus on pandemic preparedness and response. Its projects include research, workshops, meetings, public briefings and training. Through such activities, the Network helps to raise people's level of awareness on public health issues in Asia and Europe.

For the past few years, the main focus of the ASEF Public Health Network has been on risk communications in the context of public health emergencies. The Network also started working on Antimicrobial Resistance (AMR) since 2018. The Network is planning to continue working on the same topics over the next few years, mostly through meetings/online events targeting public health officers, other government officials, relevant NGOs and international organisations, such as World Health Organisation (WHO).

### **About the Position**

The Sustainable Development and Public Health Department is looking for a staff member to support the implementation of the ASEF Public Health Network (ASEF PHN). The incumbent's work will be under the supervision of the Department Director and Project Manager respectively. The appointment is on a one-year open contract basis with an initial 6-month probation period.

### **Key Responsibilities**

- Manage ASEF's projects on Public Health
- Support the implementation and execution of programmes/activities initiated by the Department in 2021
- Manage relations with donors and partners
- Identify, establish and maintain contact with potential co-organisers and resource persons for the ASEF Public Health Network
- Negotiate with relevant potential co-organisers/partners, etc.
- Conceptualise projects for ASEF PHN, e.g. developing concept note and meeting agendas, speakers and participants, etc.
- Undertake logistics management for prior, during and post assigned events
- Handle participants' registration, enquiries and reimbursement requests
- Identify and coordinate with the vendors (hotels, caterers)
- Arrange promotion materials for participants
- Prepare and compile reports
- Together with the Communications department, co-ordinate promotion and publicity before and after all events under the programme
- Manage web information related to projects (descriptions for activities on the ASEF corporate website, articles or eNewsletter, etc.)

- Day-to-day logistic matters for the ASEF Public Health Network
- Contribute to the discussion related to the Stockpile Project, provide suggestions, co-ordinate relevant stakeholders
- Maintain project-related database of contacts
- Promote strong networks and good relationships with partner institutions and project counterparts
- Perform other duties (administrative, financial, etc.) required by the projects or assigned by the Director or Project Manager
- Represent ASEF at meetings and conferences
- Facilitate public events
- Participate in relevant ASEF Taskforces

### **Qualifications & Experience**

- Master's Degree in a related field of study, preferably MPH
- Minimum 10 years of relevant working experience, with 3 years directly related to public health targeting pandemic preparedness and response
- Previous working experience in an international organisation/NGOs, particularly in a health/public health related position, will be an added advantage
- Previous working experience in related ministries of ASEM Partners (e.g. MoH) will be an added advantage

### **Key Competencies**

- Demonstrated knowledge and interest in multilateralism, international organisations and current world affairs as well as COVID-19
- Expert knowledge on Public Health, including risk communication for public health emergencies and AMR
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Ability to work in a team environment
- Ability to work effectively with minimal supervision
- Proficiency in both written and spoken English
- Working knowledge of other ASEM languages is an added advantage
- Excellent writing, organisational and communication skills
- Experience in reviewing and editing publications
- Proficiency in Microsoft Office

This position requires frequent communication with the donor, the Government of Japan; good knowledge of Japanese language and understanding of Japanese culture would be a strong advantage.

### **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 leave and medical benefits.

## **How to Apply**

If you are interested in this position, please submit your application by **Friday, 15 January 2021** here:

[Link on Online Application](#)

The following documents need to be uploaded on the online application:

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

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.*