



Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Admin Project Officer/Executive
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)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 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

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

The Sustainable Development and Public Health Department is looking for a staff member to support the implementation of the Asia-Europe Public Health Network. 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 3-month probation period.

Key Responsibilities

- Assist the Department Director/Project Manager in the external and internal communication
- Assist in the administration of budget related to the funding support of project activities
- Manage the administrative support of the Department
- Day-to-day logistic matters for the ASEF Public Health Network
- Undertake logistics management for prior, during and post assigned events
- Identify and coordinate with the vendors (hotels, caterers)
- Arrange promotion materials for participants
- 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.)
- Maintain project-related database of contacts
- Prepare the narrative, financial and communication reports to stakeholders
- Undertake administrative and logistical management for projects and activities
- Organise travel, financial claims and reimbursements, budget, and follow-ups
- Prepare presentations and documents, including meeting notes and minutes
- Represent the Department in internal meetings on a case-by-case basis
- Promote strong networks and good relationships with partner institutions
- Other administrative and financial tasks that may be assigned by the Director/Project Manager

Qualifications & Experience

- Graduate in a relevant field of study, post-graduate degree preferred
- Over 4 years of work experience; administrative background preferred

Key Competencies

- Demonstrated knowledge and interest in multilateralism, international organisations, current world affairs, Asia-Europe relations and/or sustainable development and/or public health
- Strong organisational skills, attention to details and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Ability to work in a multicultural environment
- Ability to work effectively with minimal supervision
- Proficiency in both written and spoken English
- Working knowledge of other ASEM languages is an advantage
- Excellent report-writing, organisational and communication skills
- Experience in proofreading and editing publications
- Proficiency in Microsoft Office

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

To apply for this position, please submit the following documents by **15 January 2021** here:

[Link to Online Application](#)

The following documents need to be uploaded to 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.