Vacancy at the Asia-Europe Foundation (ASEF)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Executive, Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Communications</td>
</tr>
<tr>
<td>Location</td>
<td>Singapore</td>
</tr>
<tr>
<td>Type of Position</td>
<td>Initially 1 year, renewable</td>
</tr>
<tr>
<td>Expected Start Date</td>
<td>September/October 2021</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>29 August 2021</td>
</tr>
</tbody>
</table>

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.

For more information, please visit www.ASEF.org.

About ASEF Communications Department

ASEF’s Communications Department (COM) promotes Asia-Europe 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 through overseeing ASEF’s websites and social media platforms; managing the ASEM InfoBoard, ASEF’s official information platform; and through organising two project series, each taking place on alternate years:

- The ASEF Editors' Roundtable (ASEFERT) takes place alongside the ASEM Summits;
- The ASEF Journalists' Seminar (ASEFJS) takes place alongside the ASEM Foreign Ministers' Meetings (ASEM FMM).

About the Position

The Communications Department is looking for a Project Executive to be responsible for the management of digital and print assets, coordination of ASEF branding and communications outreach, and provide technical support to Senior Management and all ASEF Departments for online events and programmes.

The appointment is on a one-year contract basis with an initial 3-month probation period.

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.ASEMinfo.org.
Key Responsibilities & Role

- Help to conceptualise and execute ASEF Digital/Social Media strategy (infrastructure, content, KPIs, etc.)
- Ensure the effective use of ASEF’s online assets, such as ASEF website, e-newsletter and social media channels
- Assist in the management of audio-visual and communications tools
- Carry out regular review and to update resources such as toolkits / guidelines / SOPs for consistent brand application on all ASEF online platforms
- Support Communications projects and events as assigned by the Communications Director

Qualifications & Experience

- Diploma/Bachelor’s degree in media communications or any relevant field of study
- 3 to 7 years related work experience in a similar role

Citizenship

- Candidates must be citizens and passport holders of ASEM1 countries.

Key Competencies

- Ability to work on a team and in a culturally diverse environment.
- Possess a proactive approach across the board with a problem-solving mindset.
- Strong interpersonal, organisational and communication skills.
- Well organised with time and efficient in setting priorities.
- Highly collaborative; will work closely with ASEF Communications Department and other internal departments.
- Work well under pressure and with tight timelines.
- Open, receptive, and flexible attitude towards change.
- Continued learning outlook
- Able to synthesise knowledge & experience, to identify challenges & lessons learnt and propose recommendations for alternative & future actions

Technical Skills

- Knowledge in digital / social media communications to perform communications and strategic outreach work
- Good working knowledge of relevant IT and technical skills e.g., Hootsuite, Mailchimp, data analytics, etc.
- Competent in English language (both verbal and written) and able to write and produce communications and strategic outreach content in English

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
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 via e-mail with the subject “COM_PE_Your Full Name” to hr@asef.org by Sunday, 29 August 2021:

- Cover 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)
- 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

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.