



Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Project Officer
Department	Culture
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	Jan-Feb 2022
Application Deadline	30 November 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.

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

About the Culture Department

Culture is one of ASEF's key thematic areas. We promote cultural relations by connecting artists, cultural professionals, arts organisations, public institutions, networks and museums in Asia and Europe.

Through our projects we support access to information, facilitate cultural mobility and promote artistic diversity. Within the ASEM process we play the role of facilitator between arts communities and policy makers by bringing the voice of the arts community to the policy level and translating recommendations of ASEM Leaders into concrete ASEF projects in culture.

ASEF's Culture Portfolio includes:

- **ASEF culture360** – culture360.ASEF.org, an information platform for artists and policymakers.
- **ASEM Cultural Festival**, a public arts festival alongside ASEM leaders' meetings.

About the Position

Primary Function:

The Project Officer supports the work of the Culture Department throughout the whole project management cycle, starting from the design, planning, and implementation to the evaluation

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

stages. The incumbent's work will be under the supervision of the Department Acting Director and the Senior Project Manager respectively.

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

Qualification and experience

- At least Bachelor's degree in a relevant field of study, preferably arts management, art business, international relations, cultural diplomacy.
- 1 to 3 years of work experience in relevant field.

Key Responsibilities:

- Assist in conceptualising projects for the department
- Assist senior team members in developing Programmes & activities
- Assist senior team members in their management & execution of projects
- Execution & administering of various projects while under supervision
- Database entry maintenance
- Maintain Project-related database of contacts & alumni
- Assist senior team members in the preparation & compilation of final reports
- Documentation maintenance & update for the department
- Facilitate & summarize management reports for senior level meetings
- All other tasks as assigned by the Department Director

Key Competencies

- Cultural sensitivity and demonstrated ability to work in a multicultural team environment
- Proactive, and creative in problem solving.
- Strong organisational skills, attention to details and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Ability to work effectively and independently with minimal supervision
- Proficiency in both written and spoken English
- Excellent writing, organisational and communication skills
- Demonstrated interest in multilateral cooperation, cultural diplomacy, arts and culture in Asia and Europe.

Professional knowledge & IT skills:

- Proficiency in Microsoft Office package and IT skills with cloud-platforms such as Formstack and MailChimp.
- Well versed with Web Administration & Social Media Communications.

Language efficiency:

- English
- Other ASEM Languages (preferred)

Citizenship:

- Candidates must be citizens and passport holders of ASEM countries¹

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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:

- Cover letter (max 500 words) detailing the qualities/contributions that you would bring to ASEF
- Curriculum vitae 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.

Please send your application by e-mail with the subject **“CE PO_your full name”** to hr@asef.org by **Tuesday, 30 November 2021**.

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.