



Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Finance Project Manager (project-based)
Project	ASEM Stockpile Project
Location	Singapore
Type of Position	1 year contract (renewable)
Expected Start Date	Immediate or March 2022
Application Deadline	23 January 2022

About the Asia-Europe Foundation (ASEF)

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationship 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 organisation located in Singapore.

Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM)¹.

About the ASEM stockpile of anti-viral drugs and personal protective equipment

Following the 6th ASEM Summit (ASEM6; 2006; Helsinki, Finland) where the leaders expressed their determination to combat avian influenza and a possible human influenza pandemic, the “ASEM Initiative for the Rapid Containment of Pandemic Influenza” was launched at the 9th ASEM Foreign Ministers’ Meeting (ASEM FMM9; 2009; Hanoi, Viet Nam). Since then, the two components of the Initiative, **ASEM stockpile of anti-viral drugs and personal protective equipment**, as well as **ASEF Public Health Network (ASEF PHN)** have been contributing to strengthening ASEM Partners’ capacity for managing Public Health Emergencies (PHEs). This position is to engage the stockpile component of the project.

For the stockpile project, anti-viral drugs and Personal Protective Equipment (PPE) are stored in Singapore and will be dispatched to ASEM Partners in case of PHEs. While a large part of pandemic preparedness is intangible, the stockpile project represents a visible form of pandemic preparedness. Since the start of the COVID-19 outbreak towards the end of 2019, over 10 international PPE delivery has been implemented and many ASEM partners (countries) [benefitted from this stockpile](#).

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

This position seeks an expert who will be engaged in the financial aspect of the stockpile project. A comprehensive job description is outlined below;

- Develop financial documents such as proposals and reports for the project in consultation with donor and the partner agencies
- Review and monitor sub partner(s) financial documents to ensure that costs incurred to projects are in compliance with donor and internal procedures and policies.
- Ensure that budgeting, accounting, year-end procedures and other financial processes take place in adherence to project guidelines, agreements, donor and auditor requirements.
- Ensure the full compliance of financial transaction with ASEF procurement guide and other policies, rules & procedure as well as donors' policy.
- Coordinate and liaise with partner agencies on financial aspect of the project.
- Provide insights and financial advice relevant to the project
- Conduct any other tasks assigned by supervisor

Qualifications & Experience

Essential

- University degree in Accounting, Financial Management, Business, Public Administration or Economics
- Minimum 7 years of relevant work experience
- Fluent in English; both written and spoken
- Being citizens and passport holders of ASEM countries¹..

Preferable

- Previous working experience in Japan-funded projects
- Previous working experience in international project and/or in industry related to procurement and logistics
- Proficiency in Japanese language

Key Competencies

- Demonstrate 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
- Excellent report-writing and communication skills
- Experience in proofreading and editing publications
- Analytical skills
- Proficiency in Microsoft Office

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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, relocation & transport expenses, and paid leave. Medical insurance is also covered.

How to Apply

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

- Cover letter 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 work in a professional capacity; please mention the capacity in which you know them.

Please send your application by e-mail with the subject **“SP_FPM_Your Full Name”** to hr@asef.org by **23 January 2022**.

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.