



Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	HR Manager
Department	Executive Office
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	June 2022
Application Deadline	29 April 2022

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 ASEF Executive Office

The Executive Office (EO) supports the Executive Director and the Deputy Executive Director. Management decisions based on the policy guidelines set out by the ASEF Board of Governors are implemented through the Executive Office. It is responsible for determining ASEF's strategic objectives as well as for enhancing its performance. The Executive Office also ensures smooth and efficient co-ordination between ASEF and its stakeholders as well as between ASEF's Departments and Task Forces.

About the Position

You will be one of 2 members in a lean HR team. The HR Manager is expected to work closely with ASEF's Senior Management to develop, lead and implement HR strategies and initiatives that align with ASEF's diverse and inclusive work culture. He/she is also expected to evaluate and improve current HR work processes, internal policies and procedures to foster positive employee engagement.

This position reports to the Executive Director and the Deputy Executive Director cum Acting HR Director. You will have one direct subordinate. 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.ASEMinfoboard.org

KEY ACCOUNTABILITIES

- Develop and implement HR strategies and programs that align with ASEF's values. Identify gaps in existing HR processes; provide suggestions and solutions to improve efficiencies. Overall management and accountability in key HR areas such as HR Budgets, Recruitment and Staffing, Performance Management, Compensation and Benefits, Training and Development, Compliance with Labour Law/Regulations, Employee Wellness, External Relations etc
- **HR Budgets:** Responsible for the annual HR planning/utilisation/tracking and related reports to be presented at ASEF's various Board Meetings such as BoG, ExCo and FAC
- **Recruitment and Staffing:** Manage the recruitment and selection process by working closely with Heads of Departments to identify the needs and requirements of each available position
- **Performance Management:** Oversee and develop a strong performance appraisal system, with a long-term view on staff motivation and fair assessment
- **Compensation and Benefits:** Responsible for the planning, design, evaluation, and administration of compensation programs that support ASEF's reward philosophy. This may include research on salary market data, advice and design a market competitive compensation framework to attract, motivate and retain talents. Identify gaps in the current Benefits program; namely employee group insurance and staff retirement/pension program
- **Training and Development:** Assess training needs; monitor and recommend creative training solutions where applicable
- **Labour Law Compliance:** Advisory to ASEF's Senior Management; to ensure legal compliance with Singapore's labour law and the Employment Act. Process HR compliance according to local laws and legal practices; and implementing these into local internal policies where applicable. Research and gather information on statutory rules and regulations.
- **Employee Wellness:** Foster a strong internal rapport with various stakeholders. Bridge management and staff relations; including but not limited to, employee counselling, addressing staff grievances, provide advice and counsel to Head of Departments on HR policies and procedures as well as be responsible for coaching the managers in the implementation and ongoing management of employee handbook, policies and practices and initiatives in compliance with local legislative regulations.
- **External Relations:** Liaise with the Ministry of Foreign Affairs on protocol matters relating to International Organisation staff.

Key Competencies

- Resourceful and independent with a collaborative mindset; ability to function well in a multi-cultural team setting.
- People-oriented; excellent active listening, leadership and presentation skills.
- Cultural sensibility; the ability to effectively build and manage interpersonal relationships with individuals from diverse professional and social backgrounds.
- Experience in designing HR policies; job analysis/design; in-depth knowledge of Singapore's labour law with a strong HR network will be most advantageous.
- Proficient organisational capacity with a high level of resilience when under pressure.
- Strong command, both oral and written, of the English language.
- Proficiency in Microsoft Office and other software tools.

Qualifications & Experience

- Bachelor's degree in business administration, HR management or related discipline
- Minimum 5+ years with hands-on experience in the capacity of HR Generalist, HR Advisor or HR Business Partner, with deep-rooted HR functional experience
- 3+ years of experience in overseeing organizational transformations, workforce optimization and productivity

Citizenship

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

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 "EO_HRM_Your Full Name" to hr@asef.org by **Friday, 29 April 2022**:

- 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.

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