



Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Senior Project Executive (SPE)
Department	Culture
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	January 2023
Application Deadline	16 October 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 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 policy dialogue and promote artistic diversity and digital capacity building. 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 in 2022 includes:

- **ASEF culture360** – culture360.ASEF.org, an information platform for artists and policymakers, comprising a series of virtual residencies, media partnerships and publications.
- **ASEM Cultural Festival**, a public arts festival showcasing the best of traditional and contemporary art from Asia & Europe alongside ASEM leaders' meetings.
- **ASEF Roundtable Series – Recalibrating the Compass**, a series of closed-door roundtables with arts organisations, institutes of culture and other stakeholders on key trends in the arts & culture sectors for post-pandemic recovery.
- **Virtual Residencies Series**, an online residency programme providing mentorship and peer to peer collaboration for young emerging artists and arts professionals from Asia & Europe.

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

Primary Function:

The Senior Project Executive (SPE) is responsible for developing and leading the implementation of ASEF Culture Department's projects, as well as stepping up to provide guidance to and supervise other junior team members when needed.

He/She is expected to implement the assigned project/s in line with the organisation's standard operating procedure in project management, as well as assume responsibility in stakeholder management and alumni relations pertaining to the assigned project/s. The incumbent's work will be under the supervision of the Department Acting Director and the Senior Project Manager.

The appointment is on a one-year contract basis with an initial 1-month probation period based in Singapore.

Qualification and experience

- Bachelor's degree or Master's degree in arts management, international relations, cultural policy, cultural diplomacy or related field
- 6 to 10 years of work experience in international project management in a relevant field; previous working experience in international organisations will be of added value.

Key Responsibilities:

Project Management

- Develop and implement projects in the area of international cultural relations which involve multiple partners from Asia and Europe, while maintaining sound project management/administrative practices
- Plan and implement all project-related communication (including on social media)
- Responsible in upholding the standards of project delivery; including quality, content & design

Financial Management

- Budget management, good knowledge in budget management
- Budget planning, assist in monitoring & managing the dept's budget & expenses

Networking

- Build and nurture a network of collaborative professionals & institutions, as well as outreach to ASEM Partners & government agencies
- Maintain project-related databases of contacts & alumni

Other responsibilities

- Responsible for the preparation & compilation of reports, concept notes and project proposals
- All other tasks as assigned, including those from the viewpoint of the whole organisation, by the Department Director

Key Competencies:

- Strong knowledge of national, regional & international arts sectors, particularly on cultural policy and international cultural co-operation
- Cultural sensitivity and demonstrated ability to work in a multicultural team environment
- Strong organisational skills, attention to details and ability to effectively communicate with individuals from diverse professional and social backgrounds
- Exercise self-leadership in one's own area of work
- Proactive, and creative in problem solving
- Proficiency in both written and spoken English
- Excellent organisational and communication skills
- Well versed with web administration & social media communications
- Proficiency in Microsoft Office package and IT skills with cloud-platforms such as Formstack and Mailchimp.

Citizenship

- Candidates must be citizens and passport holders of ASEM countries¹

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 Culture Department
- 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 SPE_your full name**” to hr@asef.org by **Sunday, 16 October 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.

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