

Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Project Executive / Senior Project Executive
Department	Education – Higher Education
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	March 2023
Application Deadline	28 February 2023

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.

ASEF runs more than 25 projects a year, consisting of around 100 activities, mainly conferences, seminars, workshops, lectures, publications, and online platforms, together with about 125 partner organisations. Each year over 3,000 Asians and Europeans participate in ASEF's activities, and much wider audiences are reached through its various events, networks and web-portals. For more information, please visit www.ASEF.org.

About the Education Department

ASEF's Education Department (ASEFEdu) designs and implements projects which contribute to education policy dialogue and facilitate youth networks. Through interdisciplinary and pragmatic approaches as well as the integration of technology as an essential component, these projects strengthen collaboration between education institutions, exchange among youth and link them to the ASEM Education Process and ASEM Leaders' Meetings. ASEF's Education Portfolio includes:

ASEF Education Policy Programme

- ASEF Rectors' Conference and Students' Forum (ARC)
- ASEF Higher Education Innovation Laboratories (ASEF InnoLabs)

ASEF Young Leaders Programme

- ASEF Young Leaders Summit (ASEFYLS)
- ASEF Summer University (ASEFSU)
- Model ASEM

ASEF Teaching and Learning Programme

- ASEF Classroom Network (ASEF ClassNet)

Across the above programmes: ASEF Capacity Trainings

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

ASEF is looking for an enthusiastic new team member at the beginning of his/her career, who is pro-active and innovative and wishes to add fresh perspective to the projects and activities under our ASEF Education Policy Programme. He/She will work on all phases of project management, starting from the design, planning, and implementation to the evaluation, and is a creative, versatile, result-oriented team player with solid organisational and communication skills.

He/She should have previous experience working in the higher education sector, preferably with expertise gained at student organisation, and be familiar with the intersection of higher education and technology, as well as higher education policy and inclusive education. He/She is eager to contribute to the progress of Asia-Europe cooperation and our work in the fields of higher education and sustainable development. Equipped with excellent MS office and good IT skills, he/she will contribute to the development of ASEF's education projects by supporting stakeholder relations, communication strategies as well as giving conceptual, administrative and technical assistance.

The right candidate must have a keen and demonstrated interest in Asia-Europe relations and would like to be part of a multi-cultural team where he/she can grow by showcasing and training his/her hands-on experience and creative input in international project work.

Duties and Responsibilities

Core Function:

- Assist the Project Manager in developing Higher education programmes and activities,
- Responsible for project delivery including quality, content and design

1) Project Management

- Organise Higher education projects and activities, ranging from conceptualisation and design to communication, participant liaison, technical, logistics and financial matters, evaluation and reporting etc.

2) Financial Management

- Monitor and manage the Higher education project budgets and expenses,
- Assist in financial planning, including the preparation of grant submissions, financial reporting and reimbursements.

3) Stakeholder Relations

- Liaise with participants on their engagement in the project as well as outreach to partner organisations and government representatives,
- Support the preparation and follow up on meetings with project partners and relevant working groups,
- Maintain project-related database of contacts and alumni.

4) Publications and Reports

- Assist senior team members in the preparation and compilation of final reports,
- Generate publications and articles for the Department,
- Prepare and compile final reports of project.

5) All other tasks as assigned by the Department Director

Qualifications & Experience

- Diploma, Bachelor, Master degree and/or equivalent
- Relevant work experience: minimum 3 years (for Project Executive); 6 years (for Senior Project Executive)
- Experience working in a multi-cultural environment and in an international context is an advantage

Key Competencies

- Cultural sensitivity and demonstrated ability to work in a multi-cultural team,
- Excellent command of spoken and written English as working language
- Strong organisational skills with a proven track record of implementing Higher education events and activities,
- Excellent command of MS Office and IT skills and comfortable with design, web administration and cloud-based platforms such as Formstack, MailChimp, Slack,
- Proactive, hands-on attitude and creative in problem solving,
- Capacity to multi-task, prioritise and contribute to several projects simultaneously.

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 leaves and medical benefits.

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 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 “**EDU PE/SPE_Higher Education_your full name**” to hr@asef.org by **Tuesday, 28 February 2023**.

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.