



## Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Project Executive
Department	Governance & Sustainable Development
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	April/May 2023
Application Deadline	24 March 2023

### About the Asia-Europe Foundation (ASEF)

The Asia-Europe Foundation (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)<sup>1</sup>. 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, economy, education, governance, media, sustainable development, and public health.

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](http://www.ASEF.org).

### About the Sustainable Development & Public Health Department

ASEF's Governance and Sustainable Development Department aims to provide and communicate quality, actionable inputs for the policy dialogue between Asia and Europe.

Our goals are:

- Regularly monitoring and analysing developments in Asia-Europe relations to identify issues where ASEF can provide an added value
- Designing and implementing programmes responsive to the identified needs of Asia-Europe relations
- Transforming the outcomes of programmes into inputs actionable for Asia-Europe policy dialogue
- Delivering and implementing a communication strategy for the dissemination and advocacy of the Governance and Sustainable Development Department activities

Our current thematic areas of work include:

- Governance
- Sustainable Development
- Public Health

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<sup>1</sup> 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](http://www.ASEMinfoboard.org)

## **ASEF Public Health Network**

The Asia-Europe Foundation Public Health Network (ASEF PHN), funded by the Government of Japan, was officially launched at the 9th Asia-Europe Meeting (ASEM) Foreign Ministers' Meeting in Hanoi, Viet Nam in 2009. ASEF PHN is a participatory platform which encourages public health dialogue across Asia and Europe. It provides space and opportunities for health and non-health sector representatives to share their knowledge and experience to combat Emerging Infectious Diseases (EIDs). This exchange facilitates partnerships between multi-level actors from governments, international organisations, corporations, academia, non-profit organisations and the media.

ASEF PHN strengthens cooperation between Asia and Europe to tackle common public health challenges with the focus on pandemic preparedness and response. Its projects include research, workshops, meetings, public briefings and training. Through such activities, ASEF PHN helps to raise people's level of awareness on public health issues in Asia and Europe. The network is also considered to be a key player in the field of public health – in June 2021, ASEF PHN has become a member of the Global Health Security Agenda (GHSa).

For the past few years, the focus of ASEF PHN has been on pandemic preparedness and response, including risk communications for public health emergencies (one of the 8 core capacities under IHR) and Antimicrobial Resistance (AMR). ASEF PHN is planning to continue working on the same topics over the next few years, mostly through meetings/online events targeting public health officers, other government officials, relevant NGOs and international organisations, such as World Health Organisation (WHO).

## **About the Position**

The Governance and Sustainable Development Department is looking for a staff member to support the implementation of the ASEF Public Health Network (ASEF PHN). The incumbent's work will be under the supervision of the Department Director and Project Manager respectively. The appointment is on a one-year open contract basis with an initial 1-month probation period.

### **Key Responsibilities**

- Manage ASEF's projects on Public Health
- Promote strong networks and good relationships with partner institutions and project counterparts under ASEF PHN
- Consultation with external experts on subject matters for project development/implementation, build a strong network with them
- Stakeholder management, including taking a lead role on donor relations
- Conceptualise projects for ASEF PHN, e.g. developing concept note and meeting agendas, select relevant speakers and participants, etc. with the assistance from the project manager
- Prepare and compile reports after each event
- Recruit and manage external consultants when necessary
- Submission of project proposals and report
- Represent ASEF PHN at the external experts' meeting
- Undertake logistics management for prior, during and post assigned events, such as identifying and coordinating with the vendors (hotels, caterers)
- Handle participants' registration, enquiries and reimbursement requests
- Together with the Communications department, co-ordinate promotion and publicity before and after all events under the programme

- Manage web information related to projects (descriptions for activities on the ASEF corporate website, articles or eNewsletter, etc.
- Maintain project-related database of contacts
- Participate in relevant ASEF Taskforces

### **Qualifications & Experience**

- Master's Degree in a related field of study, preferably Public Health
- Minimum 5 years of working experience, with 2-3 years directly related to public health, preferably targeting pandemic preparedness and response, health policy, etc.
- Previous experience related to global health or health security, policy or advocacy, especially in a multilateral context is a significant plus
- Experience in living in overseas and working in multicultural environment
- Previous working experience in an international organisation/NGOs, particularly in a health/public health related position, will be an added advantage
- Previous working experience in related ministries of ASEM Partners (e.g. MoH) will be an added advantage

### **Key Competencies**

- Demonstrated knowledge and interest in multilateralism, international organisations and current world affairs in health, including the COVID-19 pandemic
- Expert knowledge on Public Health in general. Being able to handle multilateral policy on health security or pandemic preparedness and response
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and social backgrounds
- Demonstrated political and diplomatic skills
- Ability to work in a team environment
- Ability to work effectively with minimal supervision
- Superb communication skills, including excellent writing, editing and presentation abilities
- Proficiency in both written and spoken English. Working knowledge of other ASEM languages is an added advantage
- Proficiency in Microsoft Office

This position requires frequent communication with the donor, the Government of Japan; good knowledge of Japanese language and understanding of Japanese culture would be a strong advantage.

### **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 by **24 March 2023** here:

[Link to Online Application](#)

- Cover letter detailing the qualities/contributions that you would bring to ASEF, how you meet selection criteria (qualification, experience and key competencies)
- 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.

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.*