Vacancy at the Asia-Europe Foundation (ASEF)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Executive, Digital</th>
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<tbody>
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<td>Department</td>
<td>Communications</td>
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<tr>
<td>Location</td>
<td>Singapore</td>
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<tr>
<td>Type of Position</td>
<td>Initially 1 year, renewable</td>
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<td>Application Deadline</td>
<td>20 May 2024</td>
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About ASEF

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). ASEM promotes understanding, strengthens relationships, and facilitates cooperation among the people, institutions and organisations of Asia and Europe. It enhances dialogue, enables exchanges and encourages collaboration across the seven thematic areas of culture, education, governance, media, economy and public health, and sustainable development. For more information, please visit www.ASEF.org.

About the ASEF Communications Department (COM)

COM promotes Asia-Europe cooperation by advancing awareness and knowledge about ASEF, ASEM and key issues of Asia-Europe relations. Aimed at a diverse range of constituencies including the media and the general public, COM’s activities foster greater mutual understanding between Asia and Europe. Among ASEF’s thematic areas, COM is responsible for Media. Through its media projects, COM creates unique networking platforms for the exchange of views and ideas, as well as cooperation among media professionals from Asia and Europe.

COM is also responsible for ASEF’s corporate communications. COM supports the Executive Director on ASEF’s messaging and outreach, and is custodian for ASEF’s brand and identity. It manages the ASEF website and related digital assets, and coordinates project communication by ASEF Project Departments (PDs) and ASEM-related bodies.

About the Position

COM is looking for a Project Executive to be responsible for the management of digital and print assets, coordination of ASEF branding and communications outreach and supporting COM projects.

The appointment is on a one-year contract basis, with an initial 3-month probation period.

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1 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 Responsibilities

- Assist in monitoring and updating ASEF’s branding.
- Assist in conceptualising and implementing ASEF Digital/Social Media strategy (infrastructure, content, etc).
- Making effective use of ASEF’s online assets, including ASEF website, ASEF social media channels and e-newsletter.
- Assist in managing ASEF’s public account.
- Monitor website and social media; carry out regular review to update resources, such as toolkits/guidelines/brand application on all ASEF online platforms.
- Assist in managing COM’s budget and expenses.
- Support collaboration with external organisations and partners.
- Liaise with vendors supporting digital assets and COM projects.
- Prepare and summarise reports for/of meetings.
- Support COM projects and events as assigned by the Communications Director.

Qualifications & Experience

- Diploma/Bachelor’s degree in media communications or any relevant field of study.
- 3 to 7 years related work experience in a similar role.

Citizenship

- Candidate must be a citizen and passport holder of an ASEM country/countries.

Key Competencies

- Creative and self-motivated. Able to work independently and as part of a team.
- Proficiency in written and spoken English.
- Proficiency in social media, especially, X, LinkedIn, Facebook and Instagram (content, engagement and reporting).
- Proficiency in using an array of tools including Hootsuite, HubSpot, Formstack, Mailchimp and Google Analytics.
- Competence in graphic design and use of software, such as Adobe Creative, Canva and Powerpoint.
- Ability to multi-task and work under time pressure.
- Strong interpersonal and collaborative skills.
- Ability to work effectively in a multi-cultural environment.

Remuneration

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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**

Please submit the following documents via e-mail with the subject “COM_PE_Your Full Name” to hr@asef.org by Monday, 20 May 2024:

- Cover letter (no more than 500 words) 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 two referees who can comment about your recent work in a professional capacity; please mention the capacity in which you know them.

As we receive many applications, we seek your understanding that only shortlisted applicants will be contacted. 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.