Vacancy at the Asia-Europe Foundation (ASEF)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Project Executive</th>
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<tr>
<td>Department</td>
<td>Governance and Sustainable Development</td>
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<tr>
<td>Project Name</td>
<td>ASEF Public Diplomacy Training/Informal ASEM Seminar on Human Rights/Others</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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<tr>
<td>Expected Start Date</td>
<td>From July/August 2024</td>
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<td>Application Deadline</td>
<td>13 May 2024</td>
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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 Governance and Sustainable Development Department

ASEF’s Governance and Sustainable Development Department aims to provide and communicate quality, actionable inputs for the policy dialogue between Asia and Europe in thematic areas of Governance, Economy, Public Health and Sustainable Development.

About the Position

The Governance and Sustainable Development Department is looking for a team member to support the implementation of the Governance portfolio which includes, but is not limited to, the ASEF Public Diplomacy Training initiative and the Informal ASEM Seminar on Human Rights Series. The incumbent will work under the supervision of the Department Lead. The appointment is on a one-year open contract basis with an initial 3-month probation period.

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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 Projects

ASEF Public Diplomacy Training

The ASEF Public Diplomacy Training (ASEFPDT) combines participatory online learning and face-to-face interactions facilitated by public diplomacy experts and trainers. The modules are designed to keep participants abreast of new developments in the field through peer-to-peer learning, analysing case studies and designing strategic campaigns.

Since its inception in 2013, ASEF has co-organised 11 online courses and 9 face-to-face trainings across Asia and Europe, benefitting more than 400 diplomats and civil servants.

Informal ASEM Seminar on Human Rights Series

The Informal ASEM Seminar on Human Rights Series (ASEMHRS) provides a multistakeholder platform for the exchange of views and practices of common and pertinent human rights issues across Asia and Europe. Since its inception in 1997, the Seminar series has reached thousands of civil society representatives, academics and government officials across Asia and Europe working on a variety of human rights topics, ranging from civil and political rights, economic, social and cultural rights, to new and emerging human rights domains.

The Seminar series also seeks to build the capacity of government officials and civil society in Asia and Europe on a wide range of human rights issues through its annual human rights training programme.

Key Responsibilities

Programme management and development:

- Provide project management support related to various aspects of online and physical project components in accordance with deadlines and organisation’s standard operating procedures;
- Facilitate and coordinate assigned logistics.
- Provide research support for developing programme concept and content; and identify experts and professionals for the project(s) for existing and new project.
- Collect and analyse data; prepare reports; evaluate the impact of engagement activities and recommend improvements for future activities.
- Liaise with and manage external vendors /consultants and experts.
- Source participants and manage all aspects of their participation in the programme (including open calls for participation, registration, travel, accommodation, feedback, certificates, alumni relationships).
- Manage all financial procedures and financial reporting related to the project, including the reimbursement of participants.
- Plan and manage project budget.
- Assist with the development of new activities/ project; Contribute to improving and refining processes.

Communication and publicity:

- Lead in the creation & implementation of the project publicity strategy, including social media posts, newsletter and website articles etc.,
- Initiate, develop and implement social media campaigns around the events and; monitor and report key social media metrics.
- Assist in the preparation of all collateral materials for the programme (proof-read and edit documents, content, and format).
Other responsibilities:

- Help source and identify opportunities for collaboration and outreach.
- Maintain department’s mailing list.
- Represent department in meetings and working groups, as required.
- Support other initiatives, projects and other administrative tasks that may be assigned by the Department/Unit Head.

Qualifications & Experience

- National of ASEM
- Bachelor’s degree holder (graduate degree would be an asset) with at least 5 years of work experience in a relevant field.
- Experience in working in an international environment/organisation, and knowledge and prior experience in diplomacy and international relations is an advantage.
- Experience in project management/coordination; training development, content creation, online engagement, social media, communication, and/or event promotion is an asset.

Key Competencies

- Interest in multilateralism, diplomacy, human rights, rule of law, international organisations, current world affairs and Asia-Europe relations.
- Cultural sensitivity and ability to work in a multicultural team environment.
- Organised and attentive to detail.
- Ability to work effectively, independently and collaboratively in a diverse and multicultural environment.
- Has initiative and drive, and readiness to take on new tasks.
- Proficiency in both written and spoken English.
- Proficiency in social media (content creation, engagement, reporting) and Microsoft Office package;
- Knowledge of public diplomacy and understanding of relevant target audiences, stakeholders, and partners of the project is an asset.

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

Please submit the following documents via email titled “GSD_SPE_your full name” to hr@asef.org by Monday, 13 May 2024. The following documents need to be uploaded with the online application:

- **Motivation 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 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 many 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. ASEF promotes hybrid work arrangement.