



Vacancy at Asia-Europe Foundation (ASEF)

Job Title	(Senior) HR Executive
Department	Human Resources
Location	Singapore
Type of position	1 Year Contract (renewable)
Expected Start Date	October 2024
Application Deadline	15 September 2024

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 Position

The (Senior) HR Executive is responsible for supporting, coordinating and administering a full spectrum of HR programs and activities which includes workforce planning, talent acquisition and development, reward and recognition and ER/IR.

The incumbent's work will be under the supervision of the Head of Human Resources.

This appointment is on a 1-year contract basis with an initial 3-month probation period.

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

KEY RESPONSIBILITIES

Recruitment

Conduct, monitor and be involved in the recruitment activities for all employee, including internship categories including but not limited to:

- Screening and uploading the Call for Applications onto ASEF website & social media in coordination with the Communications Department as well as create job files on ASEF Connect
- Handling interview scheduling and participate in joint interviews for non-managerial positions with Heads of Department to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria
- Develop contacts and network that will aid in the recruitment such as recruiting agencies, colleges, alumni, etc.
- Handle employment process & documentation, including pre- and onboarding, contract signing and extension, reference and background checks, orientation, probation review, check-in and check-out process

Compensation & Benefits

- Assist with the monitoring of the Foundation's wage and salary structure and the variable pay systems including merit increments, promotion and bonuses.
- Provides competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain employees; participates in data collection for salary survey.
- Handle payroll in coordination with the payroll vendor and Finance including giving instructions to payroll vendor on payroll changes, verifying payroll information for tax clearance and arranging bank transfer and cheque requisition with the Finance team.
- Provides day-to-day benefits administration services such as leave administration in HRiQ
- Recommends changes in benefits offered, especially new benefits.
- Administers employee benefits insurance enrolment.

Training & Development

- Assists with the implementation of the performance management system that includes performance development plans and employee development programs.
- Assists with the establishment of an inhouse employee training system that addresses the Foundation's training needs including training needs assessment, new employee orientation or onboarding, management development, the measurement of training impact, monitor training budget and maintains employee training records.

Employee Relations

- Assist with the development of HR policies for the Foundation with regards to employee relations
- Partners with HR Director to communicate HR policies, procedures, programs and laws
- Participates in the conduct of investigations when employee complaints or concerns are highlighted
- Provide support to advise managers about the steps in the progressive discipline system of the company.

Organization Development

- Assists the HR Director with carrying out a company-wide process of organization development activities that addresses issues such as succession planning, workforce development, key employee retention, organization design and change management.
- Assists with employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, employee focus groups, one-on-one meetings and intranet use.
- Helps to monitor the Foundation's culture so that it supports the attainment of goals and promotes employee satisfaction
- Participate as a member of any Foundation-wide committees.

Development of the HR Department

- Assists with the development and administration of programs, procedures and guidelines to help align the workforce with the goals of the Foundation.
- Participates in the development of HR goals, objectives and systems.
- Assists to establish departmental measurements that support the accomplishment of the Foundation's goals
- Assists with the monitoring of an annual budget.

HRIS

- Maintain employee records in personal file and HR system accurately and in a timely manner
- Examines people data and performance, reporting on progress and recommending corrective action as needed.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or equivalent in HR, Business or Organisation Development.
- HR Executive; 3 to 7 years | Senior HR Executive; 6 to 10 years HR work experience
- Previous experience in international organisation or non-profit sector will be an added advantage,
- Some experience in supervisory capacity will be a plus

KEY COMPETENCIES

- Display strong knowledge of Singapore Employment Act,
- Evidence of the practice of a high level of confidentiality,
- Excellent organizational skills,
- Display good listening, writing and speaking skills, with logical arguments to meet the needs of different people/audiences,
- Organize own work over weeks and months, taking account of priorities and the impact on HR department wholistically,
- Review available data and identify cause and effect, and then choose the best solution from a range of known alternatives,
- Monitor and control an agreed people budget within a defined area; analyze and contributing to planning,
- Work as an advanced practitioner in the use of office software and social media platforms,
- Has track record of identifying and highlighting risks and suggesting mitigating actions.

CITIZENSHIP

ASEF is an organisation established in 1997 through the Asia-Europe Meeting (ASEM). To complement ASEM's mission to promote opportunities for Asians and Europeans to exchange ideas and collaborate, to achieve innovation and sustainable solutions for common global challenges, we invite candidates who are citizens and passport holders of [ASEM Partner](#) countries to apply for this position.

Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves and an annual wage supplement equivalent to a month's salary.

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 work experiences and studies related to the above job requirements,
- Clear indication of your nationality,
- 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 email your application with the subject “**HR 2024 – your full name**” to hr@asef.org by **Sunday, 15 September 2024**.

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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