



Vacancy at Asia-Europe Foundation (ASEF)

Position	Legal Counsel
Department	Executive Office
Reporting to	Chief of Staff, Head of Executive Office
Location	Singapore
Type of position	1 Year Contract (renewable)
Expected Start Date	October/November 2024
Application Deadline	17 October 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. For more information, please visit www.ASEF.org.

About the ASEF Executive Office

The Executive Office (EO) supports the Executive Director and the Deputy Executive Director. Management decisions based on policy guidelines set out by the ASEF Board of Governors are implemented through the Executive Office. It is responsible for determining ASEF's strategic objectives as well as for enhancing its performance. The Executive Office also ensures smooth and efficient coordination between ASEF and its stakeholders as well as between ASEF's Departments and Task Forces.

About the Position

This position reports to the Chief of Staff, Head of Executive Office. The appointment is on one-year contract basis.

KEY RESPONSIBILITIES

- Support and assist in all legal related matters and issues,
- Prepare and review templates of legal documents, forms, contracts and agreements,
- Prepare, review and negotiate agreements and contracts including but not limited to facility letters, security documents, fiancé related agreements, terms and conditions, service agreements, and supplier agreements.
- Conduct legal research, analyse impact of legal developments as and when required.
- Provide timely and reliable legal advice and guidance on legal and regulatory matters.

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

- Manage complaints, disputes and litigation cases and other legal related matters.
- Liaise with external legal counsel and supervise the provision of legal services by external counsel on quality, cost-effectiveness and timeliness of deliverables.
- Maintain legal database, update legal policies and procedures to align with the organisation and ensure adherence to legal policies by the organisation.
- Maintaining and planning the internal rule and governing body decision management.
- Assist with periodic and ad hoc reporting on legal matters to Senior Management.
- Proactively identify areas for improvement within the organisation and prepare comprehensive recommendations to Senior Management.
- Provide training to the ASEF staff on laws and regulations if required.
- Assist Chief of Staff in the coordination of internal and external general matters.
- Other ad hoc work assigned by reporting manager or Senior Management.

KEY COMPETENCIES

- In-depth knowledge of domestic and international private law, related to the contract with the overseas partners such as the personal data protection, the protection of the intellectual property right, as well as human resource and financial management.
- Self-discipline and attention to details in all matters.
- Ability to manage multiple tasks with internal teams and external partners while responding to multiple priorities.
- Good knowledge of political issues and trends in ASEM member countries would be advantageous.
- Excellent stakeholder relationship skills.
- Good command of oral and written English as a working language with a proven track record of analytical writing and presentation skills.
- Proficiency in the use of MS Office.
- Strong analytical ability, meticulous and quick learner.
- A good team player with the ability to work independently.
- High integrity and ethical compass.
- Good interpersonal and communication skills.

QUALIFICATIONS & EXPERIENCE

- Law degree or from a recognized university.
- Passed the bar exam to be qualified to practice law.
- 2 to 3 years of post-qualification experience in a law firm or in-house.

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 detail 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 “**EO_LC 2024 – your full name**” to [**hr@asef.org**](mailto:hr@asef.org)

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.