



Vacancy at Asia-Europe Foundation (ASEF)

Position	Manager, Executive Office
Department	Executive Office
Reporting to	Director of Operations/Chief of Staff
Location	Singapore
Type of position	1 Year Contract (renewable)

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

Reporting to the Department Director, this role is mainly responsible for supporting the Director, in the areas of stakeholder relationship management, strategic and extraordinary matters, outreach activities, organisational operations, ASEF project management cycle, external communication and related administrative duties.

The appointment is on one-year contract basis, with an initial three-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

1. Executive Support

- Assist the Department Director in developing and implementing long-term plans, ensuring timely execution of Board of Governors' decisions and ASEF strategy, while taking ownership of tasks and driving initiatives forward
- Facilitate the organisation of high-level board, ministerial and/or government representatives' meeting agenda and communication matters including reports/minutes
- Facilitate smooth communication between EO and other departments on assigned action items
- Prepare presentations, talking points, and collate departmental content for high-level discussions and official meetings
- Conduct research, propose solutions, and follow up on sensitive or confidential issues addressed to EO, determining appropriate actions or referrals
- Facilitate management reports and summarise documents for senior level meetings
- Review ASEF Projects Funds related documents prepared by Funding Unit (FU), i.e. grant applications, reports, etc. (wherever applicable)
- Support the Department Director in supervision of intern and/or contracted resource persons
- Support and collaborate with Senior Management (SM) and the Department Director in strategic initiatives, operational tasks, and decision-making processes, while assisting in communicating and promoting ASEF's strategic direction and initiatives to both internal and external stakeholders

2. Assistance in Stakeholder Relationship Management

- Liaise with ASEM Members and ASEF Partners (e-communication and face to face), in relevant queries, follow up and new engagements
- Assist in preparing updates/reports/information notes and other key correspondence for stakeholders, in particular Governors, Contact Points and Senior Officials, as assigned by the Department Director
- Assist the Department Director to address activities/matters of extraordinary nature, in areas related to key stakeholder relationship management

3. Project and Budget Management

- Lead the implementation of EO Projects (FAC/ExCo/BoG/Townhall), special projects and outreach activities, including research, content development, liaison with participants, technical and logistics coordination, financial tracking, and reporting
- Ensure effective internal/external coordination for EO-led special projects and outreach activities
- Provide guidance & support to junior team members in their management & execution of projects
- Support the Department Director in identifying good practices and common issues/challenges in project management and make suggestions for improvements; coordinate cross-departmental meetings on project management and assist to develop solutions
- Maintain well-organised documentation and records (with map/index) of all special projects and outreach activities related documents, both physical and digital files.
- Budget planning: develop, assist and manage the project budget
- Ensure the timely submission of reports & managing budgets with a view of prudence; ensure practice meets financial objectives
- Assist the Department Director in developing and establishing the Executive Office's yearly budget.

4. External Communication

- Coordinate public outreach efforts led by Senior Management (SM), fostering strong relationships with: ASEF's stakeholders (in close co-operation with the departments) and, to facilitate communications on behalf of SM with ASEF Governors and members of FAC, ExCo

and BoG.

- Media (in co-operation with ASEF Communications Department).
- ASEF's Alumni (in co-operation with the programme departments).
- Lead EO's communications in consultation with the Department Director and Communications Department.
- Maintain relevant information on ASEF Governors' Intranet in collaboration with Communications Department

5. Organizational Change and Strategic Direction

- Support the implementation of organizational changes and initiatives, contributing to their successful execution
- Assist in promoting and aligning with ASEF's strategic direction, ensuring consistency in messaging and fostering a collaborative environment during periods of organizational transition
- Facilitate communication between departments to ensure a cohesive approach to organizational changes and strategic priorities

6. ASEF Digital

- To act as the primary point of contact (PIC) from the EO in supporting the Digital Transformation Unit (DX) on all matters related to ASEF's Digital and CRM initiatives.
- Update and maintain contact records of EO-Core stakeholders and vendors in the ASEF Customer Relationship Management System

Any other tasks as assigned by the Department Director.

KEY COMPETENCIES

- Ability to work effectively in a team environment with strong interpersonal and communication skills
- Strong cultural awareness, ability to effectively communicate with colleagues from diverse professional and social backgrounds
- Ability to proactively take full charge of duties under their responsibility
- Capacity to multi-task, prioritise and contribute to diverse tasks simultaneously
- Ability to maintain confidentiality of sensitive information
- Strong judgment and professionalism in handling confidential matters and making decisions that align with organizational goals
- Strong planning and organisational skills; problem solving focus and ability to work independently across a range of tasks
- Proficiency in preparing presentations and high-level documentation.
- Adaptability, flexibility, ease with multi-tasking and working under pressure

QUALIFICATIONS & EXPERIENCE

- Master's degree in Business Administration or related discipline
- More than 6 years experience including supporting C-suite leaders

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_Manager 2025 – your full name**" to hr@asef.org by **Thursday, 13 March 2025**.

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.