



Vacancy at Asia-Europe Foundation (ASEF)

Position	Executive, Executive Office
Department	Executive Office
Reporting to	Associate Director, Executive Office / Chief of Staff
Location	Singapore
Type of position	1 Year Contract (renewable)
Application Deadline	27 August 2026

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 communications, culture, economy, education, governance, sustainable development 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 around 20 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 ASEF Executive Office

The Executive Office (EO) supports the Executive Director and Deputy Executive Director in advancing ASEF's strategic objectives and organisational priorities. It facilitates the implementation of management decisions in line with the policy guidelines established by the ASEF Board of Governors and contributes to enhancing the organisation's overall performance. The EO also ensures effective coordination and communication between ASEF and its stakeholders, as well as across ASEF's Departments and Task Forces.

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

The ASEF Board of Governors decided at its Extraordinary Meeting of 18 May 2022 to temporarily suspend the participation of the Russian Federation in ASEF. The decision will be reviewed in light of discussions in the ASEM Process on this issue.

About the Position

This role provides essential coordination, administrative, and operational support to the Executive Office (EO), contributing to stakeholder engagement, outreach activities, organisational initiatives, project coordination, communications, and other matters that support the effective functioning of the Office.

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

KEY RESPONSIBILITIES

1. Executive Support

- Provide administrative and coordination support to the Executive Office.
- Assist in coordinating the implementation and follow-up of relevant action items arising from Board of Governors' decisions, and management discussions.
- Support the coordination of meetings involving Governors, ministers, government representatives, and other senior stakeholders, including preparation of agendas, meeting materials, minutes, and follow-up actions.
- Facilitate communication and follow-up between the Executive Office and other departments on assigned action items.
- Assist in preparing presentations, briefing materials, talking points, reports, and other documentation for meetings and official engagements.
- Conduct basic research and gather relevant information to support the Department Director in addressing assigned matters and preparing recommendations or briefing notes.
- Assist in communicating and promoting ASEF's strategic direction and initiatives to internal and external stakeholders, as required.
- Process and manage internal submissions, including routings, letters, and other departmental correspondence.

2. Assistance in Stakeholder Relationship Management

- Support communication and coordination with Governors, ASEF Partners, Contact Points, Senior Officials, and other stakeholders, as assigned.
- Assist in responding to stakeholder queries, coordinating follow-ups, and maintaining relevant records and information.
- Assist in preparing updates, reports, information notes, briefing materials, and correspondence for stakeholders.

3. Project and Budget Management

- Support the coordination and implementation of Executive Office projects (Finance and Audit Committee Meeting/Executive Committee Meeting/Board of Governors Meeting), special projects, and outreach activities, including research, content preparation, participant liaison, technical and logistical coordination, financial tracking, and reporting.
- Coordinate with relevant internal departments and external stakeholders to support the smooth implementation of assigned projects and activities.
- Maintain well-organised documentation and records, including appropriate filing and indexing of physical and digital documents relating to projects and outreach activities.
- Assist with project budget preparation, tracking, and monitoring.
- Support the timely submission of project reports and financial documentation and assist in monitoring expenditure against approved budgets.
- Process departmental expense claims and corporate credit card submissions.

4. External Communication

- Assist the Department Director in coordinating internal and external communications with relevant stakeholders.
- Support the preparation and dissemination of communication materials and updates, as required.

5. EO Database Management

- Maintain and update the EO database, including the Governors' database (Form 45), stakeholder, and vendor contact records.
- Assist with Digital and CRM-related matters.

Any other tasks assigned by the Department Associate/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
- Ability to maintain confidentiality of sensitive information
- Strong judgment and professionalism in handling confidential matters and making decisions that align with organisational goals
- Strong planning and organisational skills; problem solving focus and ability to work independently across a range of tasks
- Adaptability, flexibility, and ability to manage different priorities.
- Attention to detail

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Business Administration, Management, International Relations, Communications, or a related discipline.
- 3-5 years of relevant work experience in administrative support, executive support, event coordination, stakeholder engagement, or a related field.
- Experience in an international, multicultural, governmental, intergovernmental, or non-profit organisation would be an advantage.

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 (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
- 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.

To apply for this position, please submit the following documents via this [link](#) by **27 August 2026**.

As we may 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.

ASEF promotes hybrid work arrangement.