



Asia-Europe Foundation (ASEF)

Job Opening

Job Title	Executive Assistant
Organisation Unit	Executive Office
Location	Singapore
Contract Type	Initially 1 year, renewable
Expected Starting Date	Immediately
Application Deadline	14 January 2018

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 ASEF Executive Office

The ASEF Executive Office (EO) assists the ASEF Executive Director (ED) and the Deputy Executive Director (DED) in the organisation's overall planning, management and operation, as well as its external liaison with the key stakeholders. The EO supports the ED and the DED in ensuring effective implementation of decisions and recommendations made by the ASEF Board of Governors, and enhancing ASEF's functioning and performance. Internally, the EO also coordinates cross-departmental communication and collaboration; externally, it is the focal point of ASEF's contact, coordination and cooperation with its members' governments and officials.

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 Position

Supervised by and reporting to the Chief of Staff (CoS), the **Executive Assistant** is expected to efficiently and effectively perform a broad range of administrative functions, including secretarial duties, internal communication and coordination, external correspondence and liaison with key stakeholders, event planning and organisation, budgeting and financial administration, as well as database and website management. He/She will also assist the CoS in other daily work of the EO.

Main Responsibilities

1) Secretarial Assistance to the Deputy Executive Director (approx. 30% of working time)

- Manage the DED's schedule and calendar
- Administer the DED's various meetings and tele/video-conferences and prepare needed materials and produce minutes if necessary
- Make travel arrangements for the DED
- Communicate and coordinate internally with different Departments for the DED and process submissions for the DED's review and approval
- Draft/Edit letters, prepare/compile talking points, speeches, presentations and other working documents for the DED
- Liaise with external entities, including ASEF's key stakeholders, for the DED's meetings, travels, participation in activities, and other business engagements
- Handle the DED's financial claims and reimbursements
- Undertake other secretarial duties as assigned

2) Other Tasks in the Executive Office (approx. 70% of working time)

- Substitute for the Executive Assistant to the Executive Director/Ambassador when needed
- Plan and organise meetings and events, including the ASEF Board of Governors' Meetings, amongst others, managing logistics and contributing content as required
- Manage the EO's budget and expenditures
- Develop the organisational database and handle related tasks, including ASEF Member Reports and Project Plans
- Draft/Edit various correspondences and attend to external inquiries
- Assist the CoS in attending internal and external meetings, preparing materials and producing minutes when necessary
- Administer the Intranet for ASEF's key stakeholders when needed
- Maintain and update the EO's database and archive
- Assist the CoS in guiding and supervising junior staff
- Perform other administrative tasks as assigned

Requirements for the Position

Competences

Integrity & Accountability:

- Act in a manner consistent with the organisation's core values, and actively contribute to achieving organisational goals
- Self-motivated and self-starter with a positive attitude, mature, responsible and reliable

Punctuality & Accuracy

- Punctual for all work-related occasions and tasks
- Deliver multiple tasks in a timely and quality manner, and strictly meet deadlines
- Pay meticulous attention to details and ensure accuracy in all communications and assignments

Planning & Organising:

- Possess good time management and organisational skills
- Stay calm, professional, and efficient under stress, and able to properly identify and adjust priorities as required
- Foresee problems/risks and allow for contingencies when planning, monitor and adjust plans and actions as necessary

Teamwork:

- Work efficiently and effectively not only independently, but also in a diverse team and under supervision
- Interact and collaborate with colleagues from different levels and departments in a professional manner
- Positively interpret and react to constructive feedbacks from supervisor and co-workers

Communication:

- Demonstrate the ability for effective two-way communication, carefully listen to others, correctly interpret and convey messages, and respond appropriately
- Speak and write properly, clearly, and concisely
- Tailor communication style to match different audience
- Possess multicultural awareness, diplomatic sensitivity, and good interpersonal skills

Confidentiality:

- Highly aware of and strictly maintain confidentiality

Education

- A minimum of Bachelor's degree in English language, management, public administration, Political or Social Sciences, or related fields.
- Diploma/Certificates in other job-related subjects are an advantage.

Work Experience

- A minimum of 2-4 years of full-time experience as Executive Assistant / Administrative Manager in a reputable organisation or company; experience in inter-governmental organisations, diplomatic missions and/or government agencies is highly desirable.
- Experience in dealing with governmental and stakeholder relationship is required.
- Experience in handling high-level meetings and organising large-scale events is essential.
- Experience in budgeting and financial reporting is desirable.
- Experience in database and website management is an advantage.
- Experience in preparing organisational reports and speech writing is a plus.
- Experience of working in multinational teams is an asset.

Languages, Computer & Other Skills

- Fluent oral and written English (ASEF's only working language); proficient in English business writing; knowledge of other languages of ASEM countries is welcome though not compulsory
- Excellent Microsoft Office, Excel, and PowerPoint skills

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 equivalent to 1 month's salary, paid leaves and medical benefits.

How to Apply

To apply for this position, please submit the followings documents:

- Cover letter (maximum 1 A4 page in length) detailing the qualities and contributions you can bring to ASEF
- Curriculum vitae highlighting your education, work experience, and other qualifications related to the job requirements
- 2 relevant writing samples
- Copy of your passport(s)

Please send your application by **e-mail** with the subject “**1712E020_Full Name**” to hr@asef.org by **Sunday, 14 January 2018**. As we receive a large number of applications, we seek your kind understanding that only shortlisted applicants will be contacted.