



Vacancy at ASEF

Title	Project Officer
Department	Public Affairs
Type of position	Perm contract, with a 3-month probation period
Estimated Starting Date	Mid-April 2012
Deadline of Application	19 March 2012

Brief

The **Asia-Europe Foundation (ASEF)** promotes greater mutual understanding between Asia and Europe through intellectual, cultural and people-to-people exchanges. Through ASEF, civil society concerns are included as a vital component of deliberations of the Asia-Europe Meeting (ASEM¹). ASEF was established in February 1997 by the participating governments of ASEM and has since implemented over 500 projects, engaging over 15,000 direct participants as well as reaching out to a much wider audience in Asia and Europe. www.asef.org

Department Description

The Public Affairs department (PA) multiplies knowledge about Asia-Europe co-operation by furthering awareness and understanding about ASEF, ASEM and key issues in Asia-Europe relations. Aimed at a diverse range of constituencies including the media and the general public, PA's activities foster greater mutual understanding between Asia and Europe.

About the Position

The Public Affairs department seeks to engage a motivated Project Officer. He/She will assist in the content production and management of the ASEF online platforms, assist the project manager in the development and management of Public Affairs programmes and projects, as well as be in charge of the development of online projects and multimedia content.

The successful candidate will be assigned the following general duties and responsibilities:

1. Corporate communications and media relations
 - a) Create and execute publicity plans to improve the visibility of ASEF projects
 - b) Create communication collaterals (media brief, press release, etc) for distribution to media and other channels
 - c) Liaise with media as the media contact for the project (remotely or on the ground)
 - d) Draft and create ASEF collaterals for public consumption (handouts, brochures, flyers, etc). Liaise with project officer-in-charge of ASEF project to be publicised

¹ ASEM now brings together 46 member states (Australia, Austria, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Indonesia, India, Ireland, Italy, Japan, Korea, Laos, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Pakistan, the Philippines, Poland, Portugal, Romania, Russia, Singapore, Slovakia, Slovenia, Spain, Sweden, Thailand, United Kingdom, Vietnam) plus the European Commission and the ASEAN Secretariat. www.aseminfoboard.org

2. ASEF Corporate website and official social media platforms
 - a) Assist the Assistant Director in the administration, content management and maintenance of the ASEF corporate website and other social media platforms (Facebook, Twitter, Flickr, YouTube)
 - b) To assist in the content management, content layout, and dissemination of the ASEF eNewsletter
 - c) Multimedia content development
3. Project Management and Event Planning
 - a) Assist the Assistant Director in developing programmes and activities
 - b) Execute and administer inter-department projects as assigned by PA Director
 - c) Assist in events planning and management of ASEF corporate events
 - d) Execute other tasks as assigned by the Director of Public Affairs or Assistant Director, including maintaining and updating of documentation related to the department's outputs and outcomes.

The successful candidate will have the following profile:

- Prior experience in website management, social media platforms and multimedia content creation.
- Possess strong interpersonal skills, cultural awareness and able to communicate effectively with individuals from diverse backgrounds.
- Demonstrated ability to work in a team environment.
- Possess excellent verbal and written skills in English.
- Graduate/Postgraduate in a field of study related to communication, IT, design
- Citizen of an ASEM country.

Remuneration & Benefits

The successful candidate will be offered a monthly salary commensurate with his/her personal qualifications. Other applicable benefits include medical benefit, travel per diem, various paid leaves and annual wage supplement equivalent to a month's salary.

How to Apply

Applicants should submit the followings documents:

- Cover Letter detailing the qualities/contributions that he/she can bring to ASEF
- Curriculum vitae with the candidate's personal and contact details highlighting past studies/work experiences related to the above job requirements.

Application by email is preferred. **Please indicate (Reference No. 1202PA01)** in the subject of your email and direct your application to hr@asef.org. For further information, visit www.asef.org. As the organisation receives a large number of applications, we regret that only shortlisted applicants will be contacted via email.

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