



Vacancy at ASEF

Title	Project Executive
Department	Intellectual Exchange
Type of Position	Professional
Date of Commencement	01 January 2010
Deadline of Application	30 October 2009

Brief

The **Asia-Europe Foundation (ASEF)** advances mutual understanding and collaboration between the people of Asia and Europe through intellectual, cultural, and people-to-people exchanges. These exchanges include conferences, lecture tours, workshops, seminars and the use of web-based platforms. The major achievement of ASEF is the establishment of permanent bi-regional networks focused on areas and issues that help to strengthen Asia-Europe relations. Established in February 1997 by the partners of the Asia-Europe Meeting (ASEM)¹, ASEF reports to a Board of Governors representing the ASEM partners. ASEF is the only permanent institution of the ASEM process. Since 1997, ASEF has initiated projects engaging 14,000 individuals from Asia and Europe. ASEF works in partnership with other public institutions and civil society actors to ensure its work is broad-based and balanced among the partner countries. For more information, visit: <http://www.asef.org>

ASEF's **Intellectual Exchange** Department seeks to engage a motivated **Project Executive starting 1 January 2010**. The Intellectual Exchange department contributes to policy debates in the ASEM framework by providing a common platform for civil society actors and officials from government and multilateral institutions. It organises a variety of formats such as conferences, roundtables and lecture tours, depending on the nature of the policy issue.

The Asia-Europe Environment Forum is a platform for dialogue and debate on sustainable development and environment issues in Asia and Europe.

It serves as:

- The only multi-stakeholder forum on environment between the two regions;
- A recognised reference point for Asia and Europe consensus on sustainable development;
- An interface between government and civil society for policy recommendations;
- An Asia-Europe network on sustainable development; and,
- A contributor to the agenda of the ASEM Environment Ministerial and other Asia-Europe Meeting (ASEM) fora.

¹ **ASEM** (the Asia-Europe Meeting) is an informal process of dialogue and cooperation. It brings together Austria, Belgium, Brunei, Bulgaria, Cambodia, China, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Korea, Laos, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, Pakistan, the Philippines, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, Spain, Sweden, Thailand, United Kingdom, Vietnam, the ASEAN Secretariat and the European Commission. <http://www.aseminfoboard.org>

About the Position

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

1. Project Management

- Together with the Asia-Europe Environment Forum Steering Committee, identify and generate themes as well as evaluate topics put forward by stakeholders (ASEF governors, colleagues, media, etc.) for events under the programme
- Design and implement all aspects of all meetings under the programme (e.g. roundtables, workshops, conferences, dialogues, steering committee meetings, etc.)
- Organise a major conference to take place in September 2010
- Coordinate and regularly exchange information about activities in the area of environment and sustainable development on a cross-departmental level
- Assist in conceptualising and further developing projects for the department, e.g. identifying issues for meeting agendas, speakers, participants, etc.
- Assist in negotiations for funding for projects with relevant trust funds, potential co-organisers/funders, etc.
- Assist in programme and project delivery including quality, content and design
- Maintain and manage a database of environment contacts
- Maintain, update and develop the programme website www.env.asef.org
- Prepare and compile final reports (including financial reports) of the projects under his/her charge
- Produce on a regular basis publications on the outcomes of ASEF's /IE's activities with an ASEM relevance

2. Network Management

- Identify, establish and maintain contact with potential co-organisers, steering committee members and resource persons
- Maintain and deepen relationship between co-organisers and steering committee members
- Promote strong networks and good relationships with partner institutions

3. Others

- Other tasks (administrative, financial, etc.) may be defined from time to time by the Director, Assistant Director and Project Manager of Intellectual Exchange

The successful candidate will have the following profile:

- Nationality of an ASEM partner country
- Excellent command of written and spoken English
- Good command of basic Microsoft Office applications
- Graduate or postgraduate studies, preferably in international relations, with a focus on environment/sustainable development, and/or Asian/European regional studies
- At least 3-4 years of working experience in project and event management in an internationally operating organisation, preferably related to environment and sustainable development

- Sound knowledge of and strong interest in current issues in the field of environment, climate change, sustainable development
- Demonstrated understanding and interest in multilateralism (with a focus on Asia-Europe relations) & international organisations
- Pro-active, self-motivated individual who is a very good communicator, a self starter, and able to work independently with minor supervision as well as in a team
- Strong interest in working in a multi-cultural environment

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 contact details highlighting past studies/work experiences related to the above job requirements.

Email application is preferred. **Please indicate 0910IE03 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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