



Vacancy at Asia-Europe Foundation (ASEF)

Title	Project Officer (ASEF Public Health Network)
Department	Political & Economic
Type of Position	1 year Contract
Estimated Starting Date	December 2013
Deadline of Application	16 October 2013

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, sustainable development, economy, public health, and governance. Founded in 1997, ASEF is a not-for-profit, intergovernmental organisation located in Singapore. It is the only permanently established institution of the Asia-Europe Meeting (ASEM)¹. Together with about 700 partner organisations, ASEF has run more than 600 projects, mainly conferences, seminars and workshops. Over 17,000 Asians and Europeans have participated in its activities and it has reached much wider audiences through its networks, web-portals, publications, exhibitions and lectures. For more information, please visit www.asef.org

ASEF Public Health Network

The Asia-Europe Foundation (ASEF) Public Health Network, funded by the Government of Japan, was officially launched at the 9th Asia-Europe Meeting (ASEM) Foreign Ministers' Meeting in Hanoi, Viet Nam in 2009. The ASEF Public Health Network is a participatory platform which encourages public health dialogue in Asia and Europe. It provides space and opportunities for health and non-health sector representatives to share their knowledge and experience. This exchange facilitates partnerships between multi-level actors from governments, international organisations, corporations, academia, non-profit organisations and the media.

The Network strengthens co-operation between Asia and Europe to tackle common public health challenges, such as infectious diseases, pandemics and migrant health. Its projects include research, workshops, meetings, public briefings and training. Through such activities, the Network helps to raise people's level of awareness on public health issues in Asia and Europe.

¹ The **Asia-Europe Meeting (ASEM)** is an intergovernmental forum for dialogue and cooperation established in 1996 to deepen relations between Asia and Europe, which addresses political, economic and socio-cultural issues of common concern. The 51 ASEM Members are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, 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, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, Russia, Singapore Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, United Kingdom, Viet Nam, the European Union and the ASEAN Secretariat. For more information, please visit www.aseminfoboard.org

About the Position

ASEF seeks to engage a motivated **Project Officer** starting in December 2013. The successful candidate will be in charge of some of the projects for ASEF Public Health Network and other programmes in the Political & Economic Department. The incumbent's work will be under the supervision of the Project Manager of the ASEF Public Health Network as well as the Department Director. The appointment is on a one-year contract basis, with an initial 3-month probation period.

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

1. Project Management

- Assist Project Manager with implementing projects and activities
 - Conceptualising projects
 - Designing activity programmes
 - Identifying speakers and participants
- Undertake administrative and logistical management for projects and activities
 - Preparing for the travel application
 - Handling participants' registration, enquiries and reimbursement requests
 - Identifying and coordinating with the vendors (hotels, caterers)
 - Arranging promotion materials for participants
- Assist Project Manager in the preparation and compilation of reports
- Manage web information relating to projects (descriptions for activities on the ASEF corporate website, articles for eNewsletter, etc.)
- Responsible for day-to-day logistic support for the Network and its projects
- Maintain project-related database of contacts
- Promote strong networks and good relationships with partner institutions and project counterparts

2. Administrative support to Director for Political & Economic

- Assist in coordinating the Director's travel booking and itineraries under the supervision of Political & Economic Department's Project Manager
- Assist in taking care of reimbursements for Director's trips and networking meetings

Applicants should have the following profile:

- Passport-holder of an ASEM country;
- Bachelor's degree or Master's degree in a related field of study, preferably public health, international relations, political sciences, etc.
- Minimum of 1-2 years of relevant working experience;
- Previous working experience in public health sector and/or in an international organisation will be an added advantage;
- Demonstrated knowledge and interest in multilateralism, international organisations and current world affairs;
- Excellent organisational and communication skills in English;
- Good knowledge of Japanese and working knowledge of other ASEM languages an advantage;
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and social backgrounds;
- Proficiency in Microsoft Office and basic website administration;
- Demonstrated ability to work in a team environment;
- Ability to work effectively with minimal supervision.

Remuneration

A successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits.

How to Apply

Applicants must submit the followings documents:

- Cover letter detailing the qualities/contributions that the applicant can bring to ASEF;
- Curriculum vitae with the applicant's photograph, contact details highlighting past studies/work experiences related to the above job requirements;
- Copy of applicant's passport(s).

An email application is preferred. Please indicate **Ref: 1309P&E09** in the subject of the email and direct the application to hr@asef.org, on or before 17:00 hour by **16 October 2013**. Any late submission will not be considered. 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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