



## Vacancy at Asia-Europe Foundation (ASEF)

Title	Communications Officer
Department	Public Affairs
Type of Position	Initial 1-year contract
Estimated Starting Date	Immediate
Deadline of Application	16 February 2014

### 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)<sup>1</sup>. 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](http://www.asef.org)

### Public Affairs Department

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 stakeholders, 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 Admin/Communications Officer for a starting period of 1 year. She/He will assist in the promotion of ASEF to external parties by developing and maintaining a coherent public image through media-related programmes and outreach activities.

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

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<sup>1</sup> 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, the 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, the United Kingdom, Viet Nam, the European Commission and the ASEAN Secretariat. For more information, please visit [www.aseminfoboard.org](http://www.aseminfoboard.org)

1. Corporate Communications and Media
  - 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 target audiences.
  - c) Liaise with media as the media contact.
  - d) Draft and create ASEF collaterals for public distribution (hand-outs, brochures, flyers, etc.).
  - e) Liaise with Project Officers of ASEF projects.
2. Online Communications
  - a) Assist the Deputy Director in the administration, content management and maintenance of ASEF website and online platforms.
  - 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) Execute and administer inter-department projects as assigned by the Director of Public Affairs.
  - b) Assist the Deputy Director in developing programmes and activities.
  - c) Assist in events planning and management of ASEF corporate events.
  - d) Execute other tasks as assigned by the Director of Public Affairs or Deputy Director, including maintaining and updating the documentation related to the department's outputs.

Applicants should have the following profile:

- Holding passports of ASEM countries.
- Degree in a related field of study, preferably in communications, journalism or marketing.
- Must possess excellent writing, organisational and communication skills.
- Prior experience in website management, social media platforms and multimedia content creation.
- Creativity to communicate through different channels.
- Demonstrated ability to work in a team environment and ability to multitask.
- The ability to form and maintain relationships through teamwork and networking.
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with individuals from diverse professional and cultural backgrounds.

## **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 following documents:

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

An email application is preferred. Please indicate **Ref: 1401PA01** in the subject of the email and direct the application to [hr@asef.org](mailto:hr@asef.org) on or before **16 February 2014**. For

further information, visit [www.asef.org](http://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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