

CALL FOR PROJECT EXECUTIVE (CONTRACT)

The Asia-Europe Foundation (ASEF) was established in February 1997 under the framework of the Asia-Europe Meeting (ASEM) process¹ which now includes 43 countries, plus the European Commission and the ASEAN Secretariat. Through conferences, workshops, and a diverse range of projects, ASEF seeks to promote mutual understanding, deeper engagement and continuing collaboration among the people of Asia and Europe through greater intellectual, cultural, and people to people exchanges between the two regions.

Intellectual Exchange Department

The Intellectual Exchange (IE) Department contributes to policy and academic debates as well as strategic thinking on themes of inter-regional or multilateral importance for Asia and Europe. Participants of IE events are drawn from academia, media, government, private institutions, research centres, think-tanks, non-government organisations (NGOs), trade unions, foundations, Asian cultural “houses” in Europe and European cultural “houses” in Asia.

Its areas of coverage are:

Academic Co-operation	sharing of knowledge between the two regions particularly in Asian & European studies
Dialogue of Cultures & Civilisations	Platform to facilitate mutual understanding and dialogue on sensitive issues
Environment and Sustainable Development	Forum on environment and sustainability policy issues
Governance	Bridging government and civil society
International Relations	Debate and discourse on regional issues

The Intellectual Exchange Department seeks to engage a motivated **project executive** for a minimum period of 24 months starting 1st February 2009. The successful candidate will be working with the Director of the Intellectual Exchange Department and in particular the Project Manager in the establishment of a newly created **Asia-Europe Network on Health and Pandemics** by organising programmes/projects and setting up a network of health experts from both regions.

Applicants should be nationals from the ASEM countries. He/She should have a good understanding of public health related themes. He/She will be assigned the following general duties and responsibilities:

Project Management

- Assist in conceptualising projects under the Asia-Europe Network on Health and Pandemics e.g. identifying issues for meeting agendas, speakers and participants, etc.
- Assist in negotiations with relevant potential co-organisers/partners, etc.
- Assist in all aspects of programme and project delivery

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>

- Design and implement all aspects of all meetings under the programme (e.g. roundtables, workshops, conferences, dialogues, steering committee meetings).
- Develop and maintain a database of health specialists.
- Update and maintain the foundation's website related to the theme health and pandemics
- Other duties (administrative, financial, etc) assigned by the Director
- Prepare and compile final reports of projects under his/her charge
- Contribute to the publications of papers on major health themes of ASEM relevance.
- Together with the Director and Project Manager, identify and generate themes as well as to respond to themes put forward by stakeholders, ASEF governors, colleagues, the media, etc. for events under the programme.
- Together with the Public Affairs department, co-ordinate promotion and publicity before and after all events under the programme.

Network Management

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

Others

Other tasks as may be defined from time to time by the Director, Assistant Director and Project Managers of Intellectual Exchange.

Candidates should have the following profile:

- passport-holder of an ASEM country and willing to work under own supervision, perhaps off-site;
- master's degree (or equivalent) in a discipline related to public health or management and administration;
- minimum 3 years of relevant working experience in the field of public health
- possess good analytical skills and a keen interest in and an understanding of policy issues especially in the area of public health;
- excellent command of English (both oral and written); preferably knowledge of at least one other ASEM language;
- adept at word processing, spreadsheets (e.g. Microsoft Word, Excel, Access, PowerPoint) and knowledgeable or willing to learn simple website editing (e.g. Macromedia contribute);
- be able to work well in a multicultural team and;
- demonstrated knowledge and interest in multilateralism, international organisations and current world affairs.

Salary information is available upon request.

Applications

Applicants should submit the followings documents:

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

to:

Intellectual Exchange Department: Ms. Grace Foo at grace.foo@asef.org

Deadline: 31 January 2009

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