

January 25th, 2021

VACANCY NOTICE

Programme Associate

Starting Date: As soon as possible
Location: Singapore
Duration: 1 year (Temporary position)
Deadline: Friday, February 12th, 2021

Do you have an interest in conducting research, supporting project management and helping develop policy recommendations? Are you passionate about international affairs, geopolitics, the future of work and social justice? Do you enjoy working with people from different backgrounds? Are you value-driven, socially minded and communicative? Then you could fit in well with us!

Who we are:

Friedrich-Ebert-Stiftung (FES) is an independent, private and non-profit organization headquartered in Germany. Promoting social democracy and development worldwide, contributing to peace and security and shaping globalization politically – these are the goals and guidelines of our international work. At the heart of this work is a worldwide network of offices and partners with which the FES conducts educational and advisory activities in over 100 countries. The Singapore-based FES Office for Regional Cooperation in Asia (ORCA) was founded in 1969: www.fes-asia.org

Your role and tasks:

Under the overall guidance of the FES ORCA Managing Director and the direct supervision of the two Senior Programme Managers, the Programme Associate will contribute to the programmatic activities on the future of work and on geopolitics. This will include supporting the Senior Programme Managers in the execution of their ongoing projects and working on geopolitics, international cooperation, foreign, security, economic and social policy with a wide range of FES partners throughout the Asia-Pacific region.

The role will include assisting with the administrative procedures and budgetary aspects, research, communications, organizing events, drafting notes and minutes, and assisting in the coordination of the FES Asia network of scholars, experts and policy practitioners in close consultation with the FES country offices.

What we expect:

- BA degree, preferably in political and social sciences, international relations, economics or related fields (Post-graduate degree in similar subjects would be an advantage);
- Interest and experience in policy research and advice;
- Sound knowledge of current political affairs, trends and developments shaping the post-Corona future in the Asia-Pacific region, including but not limited to regional and international organizations, foreign and security policy, trade and different development models;
- Interest and creativity for setting up digital events and formats;
- Excellent command of written and spoken English; a good command of another language spoken in the Asia-Pacific region or German would be an advantage;
- Excellent interpersonal, intercultural skills and communication abilities;
- Strong organizational skills with the ability to multi-task;
- Experience with social media and communication outreach;
- Ability to work independently as well as in a team.

What we offer:

- Exciting and meaningful occupation in one of Asia's most dynamic regions;
- Workplace at the FES Office in Singapore + suitable home office arrangements;
- Full-time employment (40 hrs/week);
- Competitive fixed salary;
- Collegial working atmosphere in a dynamic, dedicated and innovative international team;
- Singapore citizens or PRs preferred.

Are you interested?

Please send your cover letter, CV and relevant supporting documents by **Friday, February 12th, 2021**, to info@fes.asia.