

November 5th, 2019

VACANCY NOTICE

Programme Manager, Future of Work

Starting Date: November 5th, 2019
Location: Singapore
Duration: Permanent
Deadline: November 29th, 2019

Do you have several years of professional experience in conducting research, providing policy advice and running projects? Are you passionate about the future of work and its economic, social and societal implications? 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:

The 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. In cooperation with its partners in the region, the FES Office for Regional Cooperation in Asia focuses on the promotion of social justice in Asia.

Your role and tasks:

The Programme Manager will be responsible for FES regional cooperation activities related to the future of work, economy of tomorrow and socio-ecological transformation. He/she will contribute to the programmatic work on labour policies and standards, workers' rights and social justice liaising extensively with a wide range of FES partners throughout the Asia-Pacific region, including trade unions and interlocutors in government and civil society, in close consultation with the FES country offices. Tasks include the planning and organization of events and conferences in the region, the further promotion of regional social dialogue in ASEAN, and analytical work related to the economic, social and societal implications of the Fourth Industrial Revolution and the changing nature of work in

Asia. He/she will develop policy recommendations for decision makers and regularly conduct policy research. The Programme Manager will manage all related administrative procedures and budgetary aspects of his/her portfolio.

What we expect:

- Master's degree, preferably in Political Science, Economics or related fields;
- Minimum of three years work experience in policy research and advice;
- Minimum of three years of experience with project management in a related field;
- Previous professional experience in at least one country in Asia for an extended time period;
- Sound knowledge of trade union structures, economic and social challenges in Asia and the changing nature of work in the region;
- Sound experience in analytical project design and development;
- Ability and willingness to extensively travel across Asia;
- Excellent command of written and spoken English; a good command of written and spoken German and/or a language spoken in the Asia-Pacific region 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;
- Full-time employment (40 hrs/week) on the basis of an Employment Pass;
- Competitive fixed salary including Annual Wage Supplement (AWS);
- Collegial working atmosphere in a dynamic, dedicated and innovative international team.

Are you interested?

Please send your cover letter, CV and relevant supporting documents by **Friday, November 29th, 2019**, to info@fes.asia.