

Terms of Reference

Position Description

Position Title	Community Affairs – Project Management Fellow This position is part of the ASEAN-SAP Apprenticeship Programme (ASAP) brought together by the ASEAN Foundation and SAP
Organization Name	ASEAN Foundation and SAP
Organization Address <i>Where the Fellow will serve</i>	ASEAN Foundation's office (work from home or work from office): https://www.aseanfoundation.org/contact or Virtual where there is no SAP office in the location of the selected fellow. Within the same city that the fellow resides, the fellow could come into SAP's office: https://www.sap.com/sea/about/company/office-locations.html
Report to	ASEAN Foundation: Project Manager for the ASEAN Foundation-SAP Joint Initiatives SAP: Head of Corporate Social Responsibility, East Asia & Pacific
Matrix Reporting	Head of Programme Unit of the ASEAN Foundation
Status of Employment	This is a one-year consultancy type of employment with regular performance evaluation

About the Apprenticeship

The ASEAN-SAP Apprenticeship Programme (ASAP) is brought together by the ASEAN Foundation and SAP. As an ASEAN's body, the ASEAN Foundation is tasked to support ASEAN mainly in promoting awareness, identity, interaction and development of the people of ASEAN. SAP is the world's largest provider of enterprise application software with a purpose to help the world run better and improve people's lives.

Why we are recruiting

According to the International Labour Organisations (ILO), apprenticeship programmes play a crucial role in improving youth employability by acquiring relevant skills, which eventually contributes towards matching skills in demand in the labour market with skills acquired in education and training systems. The CSR apprenticeship aims to imbue and enrich the experience of successful applicants with exposure to real world setting of both a Non-Government Organization (NGO) and a Multi-national Corporation (MNC) experience, all with an aim of making social impact through their programs and partnerships with internal and external stakeholders. With the experience gained, we hope that the apprentice will have gained a better appreciation of stakeholder management and the inner workings of an NGO and MNC thereby improving the employability of the individual.

Purpose of the Position's Recruitment

The Community Affairs – Project Management Fellow is hired to support the ASEAN Foundation's mandate which is mainly to promote ASEAN awareness, identity, interaction and development of the people of ASEAN, not to mention support the achievement of the vision of the ASEAN Blueprint 2025 which is to create a dynamic, resilient, and innovative ASEAN Community. The Fellow is also recruited to support SAP's CSR initiatives in East Asia & Pacific spans across 18 market units, constituting both skilled and traditional volunteering, making grants to both strategic CSR partners as well as charities to enable their social impact. These initiatives are focused on the three key pillars: Skilling Asia, Enterprising Asia, and Greening Asia.

About the Position

The Community Affairs – Project Management Fellow will undertake both SAP's and the ASEAN Foundation's works with a division percentage of 80% for SAP and 20% for the ASEAN Foundation. They will report to the Head of SAP CSR East Asia and Pacific for SAP-related works and the Project Manager for the ASEAN Foundation-SAP Joint Initiatives for the Foundation-oriented tasks. They will also work together with other SAP's and the ASEAN Foundation's relevant staff when performing their duties. They will be hired as consultants with the monthly fee and insurance allowance.

Main Responsibilities

For SAP-related Tasks (80% of the total working hours)

- Administer (33%): Perform necessary administrative tasks that contribute towards successful community management/engagement and delivery of employee volunteerism.
- Analyse (33%): Contribute insights towards the impact of SAP's CSR programs and trending analysis of key CSR metrics across East Asia & Pacific

- **Activate (33%):** Actively cultivate volunteers and increase volunteering hours of SAP employees towards a variety of causes aligned with SAP's Global CSR strategic pillars and Government's priorities.

For the ASEAN-Foundation-related Tasks (20% of the total working hours)

- **Implementation of the ASEAN Foundation-SAP Joint Initiatives (50%):** Involve in the implementation of the initiatives, including but not limited to managing events/activities as part of the initiatives, developing relevant documents, being a resource person, communicating with relevant working partners, and joining the meetings
- **Monitoring and Evaluation of the ASEAN Foundation-SAP Joint Initiatives (50%):** Involve in the monitoring and evaluation of the initiatives, including but not limited to involving in the development of the monitoring and evaluation instruments and involving in the monitoring and evaluation activities.

Performance Assessment

The successful candidate will be assessed on the following:

For SAP-related Tasks:

- Improve visibility of existing and new programmes internally and externally
- Key CSR metrics, e.g. Lives Impacted, Number of Volunteers, and Volunteering Hours
- Level of collaboration with the rest of the team and external stakeholders

For ASEAN Foundation-related Tasks:

- Accomplishment of the assigned tasks pertaining to the implementation of the ASEAN Foundation-SAP Joint Initiatives
- Accomplishment of the assigned tasks related to the monitoring and evaluation of the ASEAN Foundation-SAP Joint Initiatives

Qualification

To apply for this position, an applicant must be aged 21 to 26 with ASEAN nationalities and based in the 10 ASEAN Member States. Other required qualifications are as follows:

Education and Experience

- Degree in social science, international development, or other relevant fields
- Proven track record of successfully engaging and working with stakeholders
- Team player with the ability to absorb, synthesize and develop a wide variety of insights, combined with a set of strong organizational and coordination skills
- A max of two (2) years of working experience
- Proven experience in Project Management would be an advantage

Technical Skills

- Critical thinking and problem-solving skill
- Excellent communication skills, responding to user needs in a prompt, courteous manner
- Strong attention to detail
- Strong analytical skills, including the ability to analyse and organize data
- Strong organizational and writing skills
- Highly proficient in written and spoken English
- Proficient in Microsoft Word, Excel, Power Point and digital media

What the Fellow will receive

- Opportunity to be exposed to both corporate and non-profit experience while gaining experience in international operations from both the ASEAN Foundation and SAP.
- Full-time salary (the salary amount will be adjusted with the standard salary of fresh graduates or employees with max. two years of work experience at each respective ASEAN country) and medical insurance as per the ASEAN Foundation's regulations
- Opportunity to get upskilled during the programme

How to apply

Any interested candidates must send their motivation letter together with CV and three referees no later than 19 November 2021, 23.59 Jakarta time to recruitment@aseanfoundation.org with copy to ilan.asgolani@aseanfoundation.org with the following email subject: **ASAP – Project Management Fellow**. Only short-listed candidates will be contacted.

Queries

Please email ilan.asgolani@aseanfoundation.org