



TECHNICAL COORDINATOR | culture360.ASEF.org

culture360.ASEF.org is currently looking for a Technical Coordinator with a proven track record in web content management, in particular with the web framework Django.

This position includes the following responsibilities:

- Management of Django (backend)
- Coordination with web-host and service provider
- Managing culture360.ASEF.org email accounts via Google Mail
- Reporting on technical issues and possible enhancements
- Coordination with website developers to maintain complete system integrity and stability
- Provide general staff support/training and SPAM management
- Produce training videos, training images and other relevant training information.
- Management of the ASEMUS website (Wordpress platform)

Requirements:

- Candidates have to be a national of an ASEM member country*
- This position is freelance. The applicant does not need to be based in Singapore
- The position offered is based on a 12 months contract
- All quotations should be calculated on a monthly base for a **maximum of 80 hours** per month and should be quoted only in Singapore Dollars.

Please send your CV, cover letter, writing samples and proposed monthly fee to:

Valentina Riccardi, Senior Project Manager, Culture Department, ASEF:

opencalls(at)culture360.org

Deadline for submissions: **30 November 2018**. Only shortlisted candidates will be notified.

* 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 53 ASEM Partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union and the ASEAN Secretariat. For more information, please visit www.aseminfoboard.org