

We are Hiring!



Position: Programme Associate (PA)

Posted: August 2021

Reports to: Managing Director

Location: Hong Kong

***Candidates must have the right to work in Hong Kong**

Are you a self-starter interested in building a regional career?

Interested in shaping the mindsets and behaviours of public, private, and civil sector leaders?

Seeking to work at the intersection of business, sustainability, and public policy with a dynamic company at the forefront of executive education?

Want to promote more sustainable and inclusive approaches to business model generation, strategy, and policymaking in Hong Kong and across Asia?

The Global Institute For Tomorrow (GIFT) is an independent pan-Asian think tank with offices in Hong Kong and Kuala Lumpur. Through our non-traditional approach to executive education and advisory services, we advance a deeper understanding of the shift of influence from the West to Asia, the dynamic relationship between business, society and the state, and the reshaping of the rules of global capitalism. Our proprietary curriculum and proven learning methodology have been developed over 15 years, working with 2,000+ alumni in 80 countries, to cultivate the leadership mindsets and behaviours required to redesign society in the 21st century. www.global-inst.com

Job Description

As PA you will be responsible for supporting the successful planning, design, execution, and continuous improvement of GIFT's executive education programmes and advisory projects. Executive education programmes include in-person experiential courses, outcome driven workshops, blended-learning interventions, and 100% online programmes. Advisory projects may comprise sustainability advisory, strategy and policy development and stakeholder engagement exercises.

Programme Management includes:

- Activity planning, sequencing, and prioritising to ensure key milestones and objectives are met throughout the programme or project planning process
- Coordination, communication, and relationship management with internal and external stakeholders including GIFT team members, clients, participants, experiential field-project partners and stakeholders, vendors, suppliers, etc.
- Research and writing to produce high quality concept papers, client proposals, reports and programme collaterals, and to develop socially impactful business or policy projects in collaboration with clients, project partners and other stakeholders
- Documentation of programme and project outcomes to ensure project objectives are met and delivered to project partners and clients
- Overseeing logistics related to programme planning and delivery including enrolments, travel, accommodations, and venues
- Budgeting and cost management to ensure strong financial performance of all programmes

Honest Inquiry · Asia's Worldview · Ideas to Action

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Skills and Qualifications

- 2-5 years' work experience, preferably with a focus on project management, consulting, policy development, sustainability, client relations and business communications (fresh graduates welcome to apply)
- MBA or master's degree in a technical field is an advantage
- Fluency in English, Cantonese &/or Mandarin (fluency in other Asian languages is a plus)
- **Project management skills** to ensure project planning processes run smoothly; includes the ability to work independently, handle multiple projects simultaneously, manage budgets, prioritise, document and ensure agreed project outcomes are delivered
- **Interpersonal skills**, including self-confidence, relationship management, effective and clear communication, active listening, the ability to collaborate well as part of a team, and to manage expectations of key internal and external stakeholders
- **Research and writing** to produce high quality presentations, programme briefing notes, client materials, reports, and to refine project outputs including business plans, feasibility studies, policy proposals, etc.
- **Conceptual thinking** to be able to understand abstract ideas and connect the dots between disparate and macro insights to create new ideas and reflect on past decisions
- **Problem-solving** to gather information, weigh the associated pros and cons and then formulate the best solution for participants, clients, project partners and GIFT
- **Time management** to create programme timelines, maintain deadlines and meet key milestones throughout the programme lifecycle
- **Negotiation and conflict management** to negotiate mutually beneficial agreements and resolve potential conflict or setbacks with suppliers, clients, colleagues, and other key stakeholders
- **Technologically savvy** hands-on experience with all Microsoft 365 applications; familiarity with online education and collaborative tools such as LMS, Slack, and video conferencing platforms is a plus

Benefits of the Role

- A fulfilling and challenging position within a dynamic, purpose-driven company that asks you to think, discover, learn, and grow, with truly regional focus and exposure
- Constructive, stimulating, and fun work environment that emphasises new ideas and personal initiative
- Chance to work on meaningful sustainable projects for government and business with far-reaching social impact
- Opportunity to travel for programme and client work to enhance professional exposure and broaden worldview
- Contribute to the personal growth and transformation of programme participants, as well as the organisational transformation of client companies and government agencies
- Competitive remuneration and employment benefits; ample room for career growth in a regional role and with a global mindset

To apply, please send your CV and a covering letter to olai@global-inst.com

All information provided will be used for recruitment purposes only