

Position: Programme Associate

Reports to: Head of Programmes and Content

Location: Hong Kong

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

***Candidates must submit a cover letter with CV**

The Global Institute For Tomorrow (GIFT)

We are 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 experiential learning methodology have been developed over 18 years, working with 2,000+ alumni in 80 countries. The executive education programmes cultivate the leadership mindsets and behaviours that are crucial to navigating and redesigning society in the 21st century. The programmes result in [publicly accessible](#) business models and policy recommendations that have positive and impactful social/environmental outcomes.

Advisory projects may comprise sustainability advisory, strategy and policy development, and stakeholder engagement.

www.global-inst.com

Team & Job Description

The Programmes team is a diverse and motivated group of professionals from a wide range of backgrounds. Our remit is broad and multi-faceted, and we operate collaboratively in an entrepreneurial and intellectually stimulating environment.

Around 70% of our work focuses on advisory projects, and managing executive learning programmes that require research and analysis, planning and logistics, design, delivery, in-person/online facilitation, etc. The remaining scope of work includes - and is not limited to - content creation and curation (articles, insights, research and analysis, etc.) and business development (marketing and sales support via RFPs, concept notes, researching and engaging prospective clients and partners, etc.).

As a **Programme Associate** reporting to the Head of Programmes and Content, you will work closely with fellow Programmes team colleagues to support work on multiple projects with oversight from management.

Programmes management (~70%):

- 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.
- Researching and writing to produce high quality programme collaterals (briefing notes, bulletins, articles, reports, policy proposals, observations, etc.), and to support the

development of socially impactful business or policy projects in collaboration with clients, project partners, and other stakeholders.

- Overseeing planning and delivery logistics including enrolments, travel, accommodations, and venues.
- Work closely with Management and administrative support staff to budget and cost manage to ensure strong financial performance of all programmes.
- Documentation of programme and project outcomes to ensure project objectives are met and delivered to project partners and clients.

Content creation and business development (~30%):

- Content - Research and write high quality concept papers, articles, research papers, feasibility studies, etc.
- Marketing & Sales support - support requests for proposals (RFPs), draft concept notes, client/market research and analyses, engage prospective clients and partners, design marketing collateral, draft invitations, supporting CRM management, etc.
- Curate insightful articles and reports for client work, GIFT newsletters, and/or for internal sharing.
- Any ad hoc projects to support GIFT's internal strategy and development.

Qualifications / Requirements

- 2-4 years' work experience (exceptions will be considered), with a focus on project management, consulting/advisory, business management, policy, and/or event management.
- Fluency in written and spoken English and Mandarin required.
- Technologically savvy with practical experience in all Microsoft 365 applications (Outlook, PowerPoint, Word, Excel) and video conferencing platforms (Teams, Zoom). Familiarity with Canva, Hubspot CRM, and online education and collaborative tools is a plus.
- Some business travel is required.
- Experience in client relations, business communications, sales, marketing, and/or business development a plus.
- MBA or master's degree in a technical field is an advantage.
- Fluency in Cantonese &/or other Asian language(s) is a plus.

Ideal Candidate

- **A self-starter** who is comfortable working independently and as a team in a flat structure organisation.
- **Comfortable with conceptual and strategic thinking** to comprehend abstract and complex ideas. Able to connect the dots between disparate and macro insights to create new ideas and reflect on past decisions.
- **Project management - excellent organisation and multi-tasking skills.** Ability to manage time effectively against programme timelines, maintain deadlines, and meet key milestones throughout the programme lifecycle. Comfortable managing multiple pieces of work/projects simultaneously in a methodical and detailed manner. Ensure processes run smoothly, manage budgets, prioritise, document, and ensure agreed project outcomes are delivered.
- **Attention to detail** to produce client-ready high-quality deliverables and comfortably navigate the intricacies of project/programme management.

- **Interpersonal / communication 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.
- **Excellent research and writing skills** in English (fluent) and simplified Chinese (at least business level).
- **Problem-solver** to gather information, weigh the associated pros and cons, and formulate the best solution for participants, clients, project partners and GIFT.
- **Negotiation and conflict management** to negotiate mutually beneficial agreements and resolve potential conflict or setbacks with suppliers, clients, colleagues, and other key stakeholders.

Benefits of the Role

- A fulfilling, challenging, and multi-faceted role that will test and broaden your learning and skillsets. We encourage you to think, discover, learn, and grow, with a truly regional focus and exposure.
- Constructive, stimulating, fun, and open work environment in a dynamic and purpose-driven company. We have a strong emphasis on new idea generation and personal initiative.
- Chance to work on influential projects for government and business with far-reaching social impact.
- Unlimited learning opportunities with exposure to a broad spectrum of subjects and themes.
- Opportunity to travel for client work to enhance professional exposure and broaden worldview.
- Contribute to the personal growth and transformation of programme participants, and to the organisational transformation of client companies and government agencies.
- Be directly involved in bringing a positive change and impact to the partners and communities who benefit from the programmes' proposals.
- Flexible career path with ample room for growth in a regional role.
- Full access to subsidiary edtech platform, [GIFT.ed](https://gift.ed).
- Competitive remuneration and employment benefits.

To apply, please send your CV and a covering letter to Eric Stryson: estryson@global-inst.com
All information provided will be used for recruitment purposes only