

Programme Associate

Are you a self-starter interested in developing yourself personally and professionally while developing a truly international career?

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

The Global Institute For Tomorrow (GIFT) is an independent pan-Asian think tank headquartered in Hong Kong focused on advancing a deeper understanding of global issues including the shift of economic and political influence from the West to Asia, the dynamic relationship between business and society, the role of the state and the reshaping of the rules of global capitalism.

GIFT's highly original approach to executive education combines classroom learning with experiential field projects which give business executives direct exposure to the issues shaping the 21st century. GIFT's internationally-recognized leadership learning methodology has been refined over 50 programmes in 15 countries and with more than 1,000 executives, earning GIFT a reputation for being at the cutting edge of executive education.

GIFT has offices in Hong Kong, Kuala Lumpur, Malaysia and Tokyo, Japan and is actively working to develop an expanded footprint in the Greater China region. The Programme Associate will be based in Hong Kong, with immediate opportunities to work in mainland China and potentially in other countries in the region.

Job Description

As Programme Associate you will support the planning and production of open enrolment and customised programmes including managing logistics, budgets and coordination among the GIFT team. You will support the research and development of field projects, partners and future programme venues helping to grow GIFT's partner network (ie SME's, government, development agencies and NGO's). Your role will also involve project support onsite and in the follow-through and implementation of the business plans produced.

You will work to continuously improve the quality and financial performance of GIFT offerings focusing on participant experience, logistics management, content and materials. As a junior member of the team you will also have the opportunity to develop and move into other roles within the company which may include full programme management, client development support, contributing to published materials and/or support in the delivery of related executive education offerings. Read more about GIFT's recent [experiential leadership programmes](#) across the region.

Skills and Qualifications

- 2-5 years' work experience, preferably with a focus on project management and business communications
- Experience in the following will be an advantage: consulting, financial planning, client management, media and marketing, writing and editing
- MBA or Masters Degree in a technical field is an advantage
- Strong desire to work on business and policy initiatives with positive socio-economic impacts
- Self-starter; Excellent writing and communication skills; Detail orientation; Focus on deadlines
- Fluency in English, Cantonese &/or Mandarin (fluency in other Asian languages is a plus)

Benefits of the role

- Rare opportunity for a candidate at the start of their career with international ambitions
- Room for career growth within a fast-growing and dynamic company with prospects for future expansion
- A position that asks you to think, discover, learn and grow, with truly international focus and exposure
- Constructive and stimulating work environment that emphasises new ideas and personal initiative
- Involvement in producing world-class and widely-read intellectually stimulating material

The position will be based in Hong Kong and involve travel within Asia

To apply please send your Curriculum Vitae and a covering letter to enquiry@global-inst.com

Only short-listed candidates will be contacted. All information provided will be used for recruitment purposes only.