



Growing Asia's Markets

Date: 9 November 2022

Job title: Manager – Events

Employer: Asia Securities Industry & Financial Markets Association (ASIFMA)

Location: Hong Kong

ASIFMA, which represents the interests of the region's leading financial institutions to regulators, policymakers, and other stakeholders in Asia, is seeking a Manager in its Events team, reporting to the Head of Events. Events are important platform for ASIFMA's advocacy work as well as an additional revenue stream. The successful candidate will join a growing team of 29 headquartered in Hong Kong with a smaller office in Singapore.

ASIFMA objectives include:

- Promote the views of Asia's financial market participants at a national, regional and global levels;
- Develop a constructive dialogue with policymakers, regulators and other relevant stakeholders on capital market and regulatory policies;
- Apply technical expertise to promote the growth and development of Asian financial markets;
- Advocate for transparent regulations that are applied fairly and consistently;
- Promote the harmonisation of Asian financial market regulations with global standards and best practices; and
- Build relationships with and among members, regulators, policymakers and other stakeholders; and identify new members and enhance services to existing members.

Role:

This position involves a range of responsibilities, including but not be limited to, the following:

- Work with the Head of Events and senior management team to identify and develop a series of 3 to 4 large-scale events annually, in addition to a number of smaller sized events
- Manage an internal team of two staff, in addition to external support as and when required
- Source and manage external event production vendors
- Organise and manage the overall production and delivery of events
- Develop and manage budgets and provide post-event financial evaluations
- Help to develop conference agendas with the various member working groups and divisions within ASIFMA: Equities, Fixed Income, Public Policy and Sustainable Finance, Technology & Operations, Compliance & Tax, Asset Management and FX
- Work together with the sponsorship lead to help develop overall sponsorship strategy for each event
- Develop and manage marketing outreach for each event and draft/edit event related marketing and documentation
- Secure other industry institutions and relevant organisations as event partners



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- Build/maintain relationships with events, corporate affairs and business development colleagues in member and non-member firms, such as regulators, sponsors, vendors and conference organisers
- Coordinate with events colleagues at global alliance partner associations: GFMA, AFME and SIFMA

Key Competencies:

- A degree in event management, project management or hospitality is preferred
- Minimum 8 - 10 years of direct experience in managing the development and corporate events, preferably in Asia
- A working knowledge of the financial services industry in Asia is a plus
- Excellent writing skills with an ability to adapt communications for a variety of audiences and purposes
- Ability to build and foster relationships with relevant domestic and regional contacts in the industry
- Must be a proactive team-player with great instincts, able to work under tight deadlines and manage multiple concurrent projects
- Experience managing teams/people
- Fluency in verbal and written English is required

Key Personal Attributes:

- Drive and leadership abilities
- Strong communication skills and an ability to engage with many different audiences
- Inclusive, a good listener and persuasive
- Self-starter with strong organisational skills and attention to detail
- Ability to prioritise, work independently and exercise good judgment
- Proactive and solutions oriented, able to think outside the box and make connections through lateral thinking



To Apply

This position is based in Hong Kong and a work permit would be required (for non-permanent residents). ASIFMA offers an attractive remuneration package commensurate with experience, including the possibility of an annual, discretionary bonus based on performance.

To apply, please submit your CV and cover letter to wsargent@asifma.org. The closing date for applications is **Wednesday 30 November 2022**.

The Global Alliance: ASIFMA, AFME, SIFMA and GFMA

ASIFMA - ASIFMA is an independent, regional trade association with over 165 member firms comprising a diverse range of leading financial institutions from both the buy and sell side, including banks, asset managers, law firms and market infrastructure service providers. Together, we harness the shared interests of the financial industry to promote the development of liquid, deep and broad capital markets in Asia. ASIFMA advocates stable, innovative and competitive Asian capital markets that are necessary to support the region's economic growth. We drive consensus, advocate solutions and effect change around key issues through the collective strength and clarity of one industry voice. Our many initiatives include consultations with regulators and exchanges, development of uniform industry standards, advocacy for enhanced markets through policy papers, and lowering the cost of doing business in the region. Through the GFMA alliance with SIFMA in the United States and AFME in Europe, ASIFMA also provides insights on global best practices and standards to benefit the region. (www.asifma.org)

AFME -The Association for Financial Markets in Europe is a new organization formed from the London Investment Banking Association (LIBA) and the European operations of the Securities and Financial Markets Association (SIFMA). AFME also includes the activities formerly carried out by the European affiliates of SIFMA. AFME represents a broad array of global and European participants in the wholesale financial markets. Its 197 members comprise key global and regional banks, brokers, law firms, and a number of other financial institutions. (www.afme.eu)

SIFMA -The Securities Industry and Financial Markets Association brings together the shared interests of hundreds of securities firms, banks and asset managers. SIFMA's mission is to support a strong financial industry, investor opportunity, capital formation, job creation and economic growth, while building trust and confidence in the financial markets. SIFMA operates out of offices in New York and Washington, D.C. (www.sifma.org)

GFMA -The Global Financial Markets Association (GFMA) brings together three of the world's leading financial trade associations to address the increasingly important global regulatory agenda and to promote coordinated advocacy efforts. The Association for Financial Markets in Europe (AFME) in London and Brussels, the Asia Securities Industry & Financial Markets Association (ASIFMA) in Hong Kong and the Securities Industry and Financial Markets Association (SIFMA) in New York and Washington are, respectively, the European, Asian and North American members of GFMA. For more information, visit <http://gfma.org/>.