

Internship Opportunities at Asia-Europe Foundation (ASEF)

Are you ready to help strengthen Asia-Europe ties by creating shared experiences for learning and dialogue? ASEF internships are now open across our six departments¹, and **we want YOU!** As an organisation that thrives on diversity (people, projects, and themes), your internship can be tailored according to your educational experience, academic availability and personal aspirations.

At ASEF, we recognize the benefits of a well-rounded internship programme. Interested in gaining insights and expertise in the world of international project management? We will provide you with the opportunity to work with talents from all over Asia and Europe, and help you develop project management skills and life skills – an experience that will stay with you, no matter where your career takes you. During the internship, you will be assigned a project staff who will be responsible for guiding you through the duration of your internship.

You are right for the job if you...

- Are keen to develop yourself professionally
- Are highly motivated, enthusiastic, confident and creative
- Are capable and active both in and out of school
- Possess strong interpersonal and communication skills
- Are service-oriented and committed to teamwork and excellence
- Are citizen of any of the [51 ASEM Partner countries](#)

As an intern, you can contribute to, amongst others,...

- Providing research support for our [projects](#)
- Drafting and preparing conference materials and other publicity documents
- Proofreading and editing documents and manuscripts
- Providing support in the promotion of the project activities by using web-based platforms, including social media
- Undertaking logistics management and assisting with the invitation process
- Other individual and team work tasks as required

Sounds like an opportunity for you? Send your application by **email** with the subject “INTERNSHIP_(DEPARTMENT)” to hr@asef.org! Please note that **only shortlisted candidates will be notified** and that applications are reviewed on a rolling basis. Internships are in ASEF’s office in Singapore and vary between 3-6 months, full-time or part-time, depending your availability and the department’s schedule. **Kindly note that ASEF internships are unremunerated.**

Hear from our past interns:

“I enjoyed myself so much during my internship with ASEF. The three months flew by in a blink of an eye and I guess that’s how you know you were having fun right? It was a very hands-on experience, I was constantly involved in the planning of projects, and no two days were filled with the same tasks! People in the organization are really warm and I was never afraid to ask a question or to raise my opinion.”

– **Tiffany CHUA from Singapore, Summer Intern 2018**

“Interning at ASEF was a thoroughly satisfying experience. Not only was I intimately exposed to the workings of an intergovernmental organization with interventions across themes, the diversity within the team immensely helped me grow professionally. Also, it will be difficult to find a more vibrant bunch of colleagues that make working together extremely enjoyable. I would surely recommend a stint at ASEF to anyone interested in honing their project management skills and aiming for a career in international development.”

– **Saneet CHAKRADEO, India, Summer Intern 2018**

ⁱ For more information of ASEF Departments and their work, you can visit the following links:

Culture <http://www.asef.org/index.php/about/organisation/culture-department>

Education <http://www.asef.org/index.php/about/organisation/education-department>

Political and Economic <http://www.asef.org/index.php/about/organisation/political-economic-department>

Sustainable Development <http://www.asef.org/projects/themes/sustainable-development>

Public Health <http://www.asef.org/projects/themes/public-health>

Communications <http://www.asef.org/index.php/about/organisation/communications>

Executive Office <http://www.asef.org/index.php/about/organisation/executive-office>

Finance, Admin, IT, HR <http://www.asef.org/index.php/about/organisation/finance-administration>

ASEF Logo and Description

ASEM Logo and Description