



Internship at the Asia-Europe Foundation (ASEF): Governance & Sustainable Development Department

Description

The Asia-Europe Foundation (ASEF) is an intergovernmental not for profit organisation based in Singapore and operating in 51 countries of the Asia-Europe Meeting (ASEM)¹. Governance is one of ASEF's seven key thematic areas.

In this field, we promote informal, open and non-confrontational dialogue between civil society and government representatives on human rights issues and provide tailored capacity-building training for diplomats engaged in public diplomacy efforts.

Internships in ASEF are a form of experiential learning that supports students to integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give ASEF the opportunity to guide and evaluate talent.

A typical internship in ASEF includes developing intentional learning objective goals that are structured into the experience and supervised by a professional with a relevant and related background in the field.

If you are interested in gaining insights and expertise in the world of international relations and governance, 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 supervisor who will be responsible for guiding you through the duration of your internship.

Role and responsibilities

Support the Project Manager & Project Team in the preparation/implementation of project activities for [ASEF Public Diplomacy Training \(ASEFPDT\)](#) and [ASEM Seminar on Human Rights \(ASEMHRS\)](#) including the annual seminar, training programmes, policy briefings, and publications/outcome documents.

1. Assist in research and other preparations for ASEMHRS
 - Content research and programme development,
 - Expert and institution identification
 - Administrative and other sourcing preparations related to the Informal ASEM Seminar on Human Rights and its follow-up activities.
2. Assist in the ASEFPDT's Training Programme (Online and F2F)
 - Assist in the monitoring and compiling of detailed short-listed participants' list.
 - Assist in preparing information communications to participants.
 - Assist in logistics and other administrative duties.

¹ <https://www.aseinfoboard.org/about/partners>



3. Other responsibilities could include, e.g.
 - Assist with the development of communication tools and social media campaigns for both project activities; monitor key social media metrics; and maintain database.
 - Assist with other administrative tasks required by the department

Requirements

BA or MA students with international relations/communication focus with a minimum internship period of 3 months to 6 months.

You are a citizen of any of the 51 ASEM Partner Countries.

Application Information

Interested candidates should send their cover letter and CV to hr@asef.org with the subject “INTERNSHIP_ GOVERNANCE_Your Name” and indicate the following for us to assess your match:

1. Nationality
2. Date of Birth
3. Expected graduation date from the current academic degree that you are studying for
4. Your available period for full-time internship of 3 to 6 months

Please note that only shortlisted candidates will be notified.