

## Internship at the Asia-Europe Foundation (ASEF): Executive Office Department

### Description

The Asia-Europe Foundation (ASEF) is an intergovernmental not for profit organisation based in Singapore and operating in 53 countries of the Asia-Europe Meeting (ASEM)<sup>1</sup>. 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

We are seeking an energetic, self-motivated, responsible intern with a passion for Research in the field of Asia-Europe relations and project management. This intern will work closely with a mentor and support ASEF Executive Officer in the following tasks:

1. Conduct literature reviews and gather data on various topics related to Asia-Europe relations.
2. Assist in the analysis of geopolitical developments, policy initiatives, and global trends.
3. Update team members on current events and emerging issues in international relations.
4. Contribute to the development of research outlook reports, policy briefs, and other publications, including in the preparation of presentations, reports, talking points, grant applications.
5. Provide project/event management support.
6. Assist in communication efforts and outreach activities.
7. Any other tasks assigned by the project staff in charge.

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<sup>1</sup> <https://www.aseminfoboard.org/about/partners>



## Requirements

- You are citizen of any of the 51 ASEM Partner Countries
- A polytechnic student or university undergraduate available for a period of 3-6 months internship.
- Possess some previous experience as a researcher in the field of international relations, political science and/or related field.
- Strong research and analytical skills, with the ability to critically evaluate sources and information.
- Excellent written and verbal communication skills, as well as presentation skills to communicate effectively with various internal and external stakeholders.
- Excellent command of MS Office, IT skills, and research tools and databases (e.g. Word, HubSpot, Social Media, Google Alerts, JSTOR...).
- Possess adequate problem-solving skills to tackle day-to-day issues independently.
- Ability to work as part of a team and thrive in a fluid and multicultural environment.

## Application Information

Interested candidates should submit a resume and cover letter via [link](#) 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 and that applications are reviewed on a rolling basis.

ASEF is an equal opportunity employer and welcomes applicants from diverse backgrounds. We encourage individuals from under-represented groups to apply.