

Internship at the Asia-Europe Foundation (ASEF): Human Resources 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.

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.

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

1. Admin support to the ASEF Human Resources team; preparation of HR related documentation etc.
2. Assist with employee file records maintenance, HRIS database update (if applicable).
3. Assist with staff onboarding/offboarding admin related tasks.
4. Assist with management of HR calendars & schedules (such as interview coordination).
5. Assist/collate/track and internal coordination on staff benefits utilization/claims processing.
6. Support any ad-hoc HR initiatives (with guidance).
7. Any other tasks as assigned by Head of HR or HR Manager.

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

Requirements

- You are citizen of any of the 53 ASEM Partner Countries
- A polytechnic student or university undergraduate available for a period of 3-6 months internship.
- 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)
- 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 send their cover letter and CV via [link](#) and indicate the following for us to assess your match:

1. Expected graduation date from the current academic degree that you are studying for
2. Your available period for full-time internship of 3 to 6 months Please note that only shortlisted candidates will be notified.

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.