



Internship at the Asia-Europe Foundation (ASEF): Digital Transformation 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. Media is one of ASEF's seven key thematic areas.

In this field, we ensure effective adoption of new systems and technologies across the organization.

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 the work of a non-profit organisation, 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

1. CRM Adoption Support: The intern will assist in the execution and ongoing support of our Customer Relationship Management (CRM) system adoption. This may involve data migration, user training documentation, system testing, and providing first-line support to users.
2. Finance Spend Management System Implementation Support: The intern will provide crucial support during the implementation phase of our new Finance Spend Management system. This may involve assisting with data migration, user acceptance testing, documentation, and initial user training.
3. Enhance current IT SOPs and participate in initiatives to improve the organization's cybersecurity awareness.

Requirements

- Bachelor's degree in business, Information Technology, or a related field with a minimum internship period of 3 months to 6 months.
- You are a citizen of any of the [51 ASEM Partner Countries](#).
- Basic understanding of IT concepts and principles.
- Ability to work effectively in a team and communicate clearly.
- Strong passion for technology and a keen interest in learning about finance and digital processes.
- Demonstrated problem-solving skills.
- Ability to thrive in a multicultural environment.

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



Application Information

Interested candidates should send their cover letter and CV via this [link](#). Please 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 or part-time internship of 3 to 6 months

Please note that only shortlisted candidates will be notified.