Internship at the Asia-Europe Foundation (ASEF): Governance & Sustainable Development (GSD) 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] ASEF operates across 7 core thematic areas aimed at strengthening bi-regional relations and facilitating dialogue between Asia and Europe. **ASEF's Governance and Sustainable Development Department (GSD)** covers three of these core thematic areas, namely **Governance**, **Public Health**, and **Sustainable Development**.

In these fields, we promote multisectoral, informal, open and non-confrontational dialogue between civil society and government representatives, foster knowledge exchange, and facilitate peer-to-peer learning as well as capacity building in key areas such as Green Economy, Human Rights, Gender Equality, Public Health and Diplomacy.

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 Governance and Sustainable Development projects including key events and activities of the department, capacity-building programmes, policy briefings, publications and other outcome documents".

1. Assist in research and other preparations for GSD projects
   - Content research and programme development,
   - Expert and institution identification
   - Administrative and other sourcing preparations related to project initiatives and follow-up activities.

2. Assist in the department's programmes and activities
   - Assist in monitoring and compiling a detailed shortlist of participants, including the identification of relevant experts
   - Assist in preparing information communications to participants.
   - Assist in logistics and other administrative duties.

[1] https://www.aseminfoboard.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, as required by the department.

Requirements

- BA or MA students with international relations focus with a minimum internship period of 3 months to 6 months.
- Experience or interest in one or more of the department's thematic areas - Green Economy, Sustainability, Human Rights, Gender Equality, Public Health or Diplomacy.
- Familiarity with Asian and European political systems and societies.
- You are a citizen of any of the 51 ASEM Partner Countries.

Application Information

Interested candidates should send their cover letter and CV 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.