

## Internship Opportunities at the Asia-Europe Foundation (ASEF)

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.

An internship is a carefully monitored meaningful learning experience in which an individual has intentional professional goals and reflects actively on what he or she is accomplishing throughout the experience.

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

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

### You are right for the job if ...

- you are keen to develop yourself professionally;
- you are highly motivated, enthusiastic, confident and creative;
- you are capable and active both in and out of school;
- you possess strong interpersonal and communication skills;
- you are service-oriented and committed to teamwork and excellence; and
- you are citizen of any of the [51 ASEM Partner Countries](#).

### As an intern, you can contribute to ...

- Providing research support for our [projects](#);
- Drafting and preparing conference materials and other publicity documents;
- Proofreading and editing documents and manuscripts;
- Providing support in the promotion of the project activities by using web-based platforms, including social media;
- Undertaking logistics management and assisting with the invitation process; and
- Other individual and team work tasks as required.

*Sounds like an opportunity for you?*

Send your application by **email** with the subject “**INTERNSHIP\_(DEPARTMENT)**” to [hr@asef.org](mailto:hr@asef.org)

Please note that **only shortlisted candidates will be notified** and that applications are reviewed on a rolling basis. Internships are in ASEF’s office in Singapore and vary between 3-6 months, full-time or part-time, depending on the intern’s availability and the department’s schedule. There is a monthly stipend paid to the interns selected to help defray their daily expenses incurred during internship. For overseas students, ASEF cannot provide air fare or accommodation during the internship period. Selected interns are not required to contribute to Singapore’s Central Provident Fund.

Selected interns from overseas must apply for a Work Holiday Pass on their own (as required by Singapore Immigration Regulation). For more information: <https://www.mom.gov.sg/passes-and-permits/work-holiday-programme>

**Hear from our past interns:**

*“Interning at ASEF was a thoroughly satisfying experience. Not only was I intimately exposed to the workings of an intergovernmental organization with interventions across themes, the diversity within the team immensely helped me grow professionally. Also, it will be difficult to find a more vibrant bunch of colleagues that make working together extremely enjoyable. I would surely recommend a stint at ASEF to anyone interested in honing their project management skills and aiming for a career in international development.”*

**- Mr Saneet CHAKRADEO, India, Summer Intern 2018**

*“I enjoyed myself so much during my internship with ASEF. The three months flew by in a blink of an eye and I guess that’s how you know you were having fun right? It was a very hands-on experience, I was constantly involved in the planning of projects, and no two days were filled with the same tasks! People in the organization are really warm and I was never afraid to ask a question or to raise my opinion.”*

**- Ms Tiffany CHUA from Singapore, Summer Intern 2018**

*“Last year I had the chance to live in Singapore and to do an internship at the Asia-Europe Foundation’s Communication Department. After my graduation from University I wanted to make an experience abroad preferably in an organization that was deeply involved in Asia-Europe relations. I was fascinated by how ASEF covers a wide range of different areas of daily life and focusses on bringing 51 countries closer together. The internship provided me with an onsite experience through which I have learned an immense amount of new skills ranging from simple administrative task up to event organisation and management. Furthermore, it opened the door for a job position that I retain up until today. I would have never thought that this internship could have changed my life in such a positive way.”*

**- Mr Simon PIOLDI, Italy-Germany, Intern 2018**