



**Asia-Pacific
Economic Cooperation
Secretariat**

Asia-Pacific Economic Cooperation (APEC) is the international forum for facilitating economic growth, cooperation, trade and investment in the Asia-Pacific region. The Policy Support Unit (PSU) provides professional and tailor-made research, analysis and evidence-based policy suggestions to assist APEC's 21-member economies in their deliberations and decisions.

A full-time internship opportunity now exists for existing students who are enrolled in a Masters program in Economics, Public Policy or Statistics or in a similar undergraduate program at the senior level.

Job description:

- Carry out research and literature review for use in PSU studies;
- Gather, compile and process quantitative and qualitative data;
- Assist in the preparation of policy and research reports and presentations;
- Update and manage socio-economic databases; and
- Perform other duties as assigned by PSU staff.

Requirements:

- Preferably existing students who are enrolled in a Masters' program in Economics, Public Policy or Statistics. Those who may be enrolled, or planning to enrol, in a full-time graduate study programme or skilled undergraduate students in their senior year in these areas are also encouraged to apply.
- Strong quantitative skills and analytical capacity.
- Experience in data management and analysis.
- Proficient in the use of MS Office applications such as Word and Excel.
- Ability to work in written and spoken English.

The internship is based in Singapore, and is open to students who are citizens or permanent residents of APEC member economies.

Selected intern is expected to commence work in May 2018 for a three-month period. He/she will receive an allowance of SGD 1,000 for every month of service.

For more information about this internship, please read the enclosed APEC Secretariat Internship Framework (ASIF) Guidelines.

For information about the PSU, please go to www.apec.org/About-Us/Policy-Support-Unit.

To apply for this position, please send your cover letter and resume to Aveline Low at [albh\[at\]apec.org](mailto:albh[at]apec.org). **Applications close on 31 January 2018.** Only shortlisted candidates will be notified.

APEC SECRETARIAT INTERNSHIP FRAMEWORK

I Objective

1 The APEC Secretariat Internship Framework (ASIF) sets out the guidelines under which the Secretariat may utilise the services of persons seeking to work as interns in the Secretariat. The aim of the ASIF is to provide the Secretariat with the services of qualified persons specialised in various professional fields. The internship should be participatory and experiential. For the intern, it provides an opportunity to work in a regional organization with a multicultural environment and to interact with/learn from experienced professionals. Through interaction with Secretariat staff, interns would also obtain different perspectives on the work and operations of the Secretariat.

2 The ASIF would ensure that appropriate use is made of the intern's capabilities to serve the needs of the Secretariat while at the same time, providing an opportunity for the intern to gain an understanding of APEC's programs and the work of the APEC Secretariat, including:

- (a) APEC and its scope of work
- (b) APEC's guiding principles and framework
- (c) The APEC process
- (d) Key APEC milestones
- (e) The Secretariat and its role as the core support mechanism of the APEC process.

II Duration, Timing & Intake

3 Attachments would normally be for a period of 3 to 6 months unless otherwise agreed between the Secretariat and intern. An internship could be offered when a Professional Staff Member (Mentor) requires assistance for a project(s) or other specified task(s). The timing of an attachment would depend on the availability of the Mentor.

III Eligibility Criteria

4 Only nationals and permanent residents of APEC Member Economies are eligible to apply. Interns must possess an undergraduate degree and may be enrolled, or planning to enrol, in a full-time graduate study programme (second university degree or higher). Candidates should preferably have a strong interest in the work of international organizations and, in particular, international affairs and international economics. The ability to work in written and spoken English and computing skills are essential.

IV Working Arrangements

5 A Mentor would be assigned to the intern to provide guidance to and supervise the intern's work. Prior to the commencement of each programme, the Mentor will draw up a list of tasks/projects to be assigned to the intern, the aim being to make good use of the intern's specialty. The work may include research, project management, communications and, if applicable, some translation work. Where possible, interns will be allowed to attend official functions and meetings as observers or staffers.

6 The intern would be provided with a workspace, computer and a generic e-mail account that would give him/her access to non-sensitive information in the Secretariat.

V Stipend

7 The Secretariat pays a modest stipend.

VI Terms & Conditions of ASIF

8 Before commencing the internship, the selected applicant would be required to sign an undertaking agreeing to the following conditions:

- (a) All expenses connected with the internship, including travel and accommodation, will be borne by the intern and/or his/her sponsoring institution;
- (b) The Secretariat accepts no responsibility for costs arising from accidents and/or illness incurred during the internship. The successful candidate shall provide proof of his/her enrolment in a health and accident insurance plan for the entire period of the internship;
- (c) An intern who is not a Singapore national is personally responsible for obtaining visas, where necessary, for Singapore and countries en route. The Secretariat may assist the intern in this process, on a case by case basis, if it is more convenient for the Secretariat to do so. The intern is, however, responsible for the cost of the visa;
- (d) The intern would require a Training Visit Pass for the duration of the internship in Singapore. The Secretariat will be responsible for the application and cost of the Training Visit Pass, to be issued by the Ministry of Manpower, Singapore;
- (e) The intern is responsible for arranging his/her travel to/from Singapore and for cost of local travel in Singapore;
- (f) The intern is responsible for his/her own accommodation in Singapore. When requested, the Secretariat will assist interns to locate accommodation, which may include home stay with Secretariat staff, hotels, or other suitable lodging. The intern will deal directly with the accommodation provider. In this regard, the Secretariat's assistance will strictly be on a bona fide basis and the Secretariat will not be liable for any accident and/or illness and damage to and/or loss of personal property, incurred during the intern's stay in the accommodation of choice;
- (g) The intern shall observe all applicable rules, regulations, instructions, procedures and directives of the Secretariat;
- (h) The intern shall refrain from any conduct that would adversely reflect on the Secretariat and shall not engage in any activity which is incompatible with the aims and objectives of the Secretariat;
- (i) The intern shall not enter into any commitment or agreement on behalf of the Secretariat;
- (j) The intern shall respect the impartiality and independence required of the Secretariat and shall not seek or accept instructions regarding the services performed from any Member Economy or from any authority external to the Secretariat;
- (k) The intern shall keep confidential any and all unpublished information made known to him/her by the Secretariat during the internship that he/she knows or ought to have known has not been made public, and except with the explicit authorization of the Secretariat, shall not publish any report/paper on the basis of information obtained during the programme, both during and after the completion of the internship;
- (l) The intern shall provide the Secretariat with a copy of all materials prepared during the internship;
- (m) The intern must be medically fit to work;
- (n) The intern shall provide 15 working days' written notice in case of circumstances which might prevent him/her from completing the internship; and

- (o) The Secretariat reserves the right to terminate an internship attachment should the intern violate any of the terms and conditions of the ASIF.

VII Evaluation

9 At the end of the attachment, the intern will be required to complete an evaluation form to provide feedback on the attachment and to offer suggestions on possible areas for improvement. The Mentor will be required to complete an evaluation form on the performance and work undertaken by the intern. The Secretariat will also provide a written reference for the intern.

VIII Future Contact

10 The Secretariat would endeavour to maintain contact with the intern after the ASIF so as to maximise the benefit of the programme.