



ASEAN FOUNDATION INTERNSHIP PROGRAMME

Three decades after ASEAN was established, ASEAN leaders recognized that: there remained inadequate shared prosperity, ASEAN awareness and contact among people of ASEAN. It was of this concern that ASEAN leaders established ASEAN Foundation during ASEAN's 30th Anniversary Summit in Kuala Lumpur Malaysia on 15 December 1997, ASEAN Foundation is an organisation from and for the people of ASEAN. The Foundation exists because of one vision: to build a cohesive and prosperous ASEAN Community. As an ASEAN's body, the Foundation is tasked to support ASEAN mainly in promoting awareness, identity, interaction and development of the people of ASEAN. We work on four thematic areas of education, arts and culture, media and community building.
For more information, visit: <https://www.aseanfoundation.org>

COMMUNICATION INTERN

Jakarta, Indonesia

<http://bit.ly/AFCommIntern>

Job Scopes

- Social media post creation and monitoring
- Press Release Development
- Media monitoring
- Speech Writing
- Material Development
- MC Role
- Event Ushering

Requirement

- Enrolment in an undergraduate/graduate degree programme of a recognized institution in a relevant major.
- Experience working collaboratively in campus/faculty and volunteering organization.
- Basic skills in video editing, event management and coordination would be a plus.
- Good written and oral communication skills in English
- Ability to plan and organise work
- Resourcefulness, initiative, enthusiasm and detail-oriented
- Ability to work in a multi-cultural team environment
- Good analytical skills and have basic knowledge and understanding about ASEAN (socio-economic, people, culture, innovation & technology)

PROGRAMME MANAGEMENT INTERN

Jakarta, Indonesia

<http://bit.ly/AFPMIntern>

Job Scopes

- Project research
- Proposal development
- Project database, admin, and logistic
- Event organizing (workshop, dialogue, training, etc.)
- Project monitoring and reporting
- Writing project-related human interests' stories

Requirement

- Enrolment in an undergraduate/graduate degree programme of a recognized institution in a relevant major.
- Very good computer skills including knowledge and experience in all Microsoft Office software (PowerPoint, Word, Excel, Outlook, etc)
- Tech savvy with knowledge of social networking tools, etc., is an asset
- Good written and oral communication skills in English
- Ability to plan and organise work
- Resourcefulness, initiative, enthusiasm and detail-oriented
- Ability to work in a multi-cultural team environment
- Good analytical skills and have basic knowledge and understanding about ASEAN (socio-economic, people, culture, innovation & technology)

CONTACT US

Please send us your Recent CV, Application Form (from the link above), Motivational Letter, Proposed Internship Period (Minimum 8 weeks), Copies of Passport, Academic Transcript, Proof of Enrolment, and University Recommendation to recruitment@aseanfoundation.org. Put "Communication Intern" or "Programme Management Intern" on the email subject.

