

INTERNSHIP INFORMATION FOR GRASPP STUDENTS

Name of Institution	Asian Productivity Organization http://www.apo-tokyo.org/
Department	Executive Office and Program Directorate
Period of Internship	July–September 2022 (with the possibility of extension upon mutual agreement/preference)
Language	English
Number of Interns	Up to 2 Interns
Tasks	<ul style="list-style-type: none"> • Helping in implementing in-country and research projects on productivity and policy advisory requiring knowledge of public policy and macroeconomics. • Assisting and adding value in the implementation of an impact evaluation study and other research/in-country projects including collecting data, administering online surveys, coordination with survey respondents, etc. • Providing administrative support in organizing and archiving data, performing specific data searches of past records, recording simple documentation of meetings and procedural matters, and assisting in logistic coordination and preparatory work for meetings, etc.
Eligibility	<ol style="list-style-type: none"> 1) Must be GraSPP students (preferably in the second year of study). 2) Must be proficient in English (speaking, reading, writing, and comprehension). 3) Basic knowledge of Japanese is preferable and would be an asset. 4) Basic IT skills, i.e., familiarity with Office 365, Zoom and other online meeting platforms, etc., are required. 5) Must be highly motivated and interested in learning more about productivity and the APO region. 6) Must have a good understanding of and respect for the ethics and confidentially involved in working for an intergovernmental organization. 7) Must be citizens of APO member countries.
Comments from the Institution	The APO encourages applications by potential interns who would enjoy immersion in a fast-paced international environment and working with professionals with diverse experience and cultural backgrounds.
Conditions	Commutation fees and the cost of meals and incidentals must be covered by interns. No financial support will be provided by the institution.
Selection	<ul style="list-style-type: none"> ▪ Interviews with faculty members will be arranged later. ▪ GraSPP will recommend shortlisted applicants to the institution for the final selection. ▪ Writing assignment and interviews with the institution will then be scheduled.