

INTERNSHIP INFORMATION FOR GraSPP STUDENTS

Name of Institution	Asian Productivity Organization (APO) <a href="http://www.apo-tokyo.org/">http://www.apo-tokyo.org/</a>
Department	Administration Division, Executive Office
Period of Internship	February–March 2024 (with the possibility of extension upon mutual agreement/preference)
Language	English
Number of Interns	One (1) Intern
Tasks	<p>To work as an assistant in the Administration Division, Executive Office, APO Secretariat on the following:</p> <ul style="list-style-type: none"> <li>• Sorting and classifying internal office memos, administrative memos, guidelines, etc., in the shared hard drives of the Administration Division.</li> <li>• Online search and survey on working conditions, labor regulations, employee benefits, etc. of other organizations (including international organizations) for comparison with the APO's.</li> <li>• Assistance in arranging various e-learning courses, seminars, lectures, etc. conducted by the APO Secretariat.</li> <li>• Providing various forms of administrative support such as data entry, organizing files/documents, delivery of mail/packages, and other administrative- and general affairs-related tasks.</li> </ul>
Eligibility	<ol style="list-style-type: none"> <li>1) A GraSPP student</li> <li>2) A citizen of an APO member economy (<a href="https://www.apo-tokyo.org/directories/">https://www.apo-tokyo.org/directories/</a>)</li> <li>3) Motivated and interested in working in an international organization like the APO</li> <li>4) Must respect diversity and act with mutual trust and a global perspective</li> <li>5) Proficient in English (speaking, reading, writing, and comprehension)</li> <li>6) Basic IT skills, i.e., Excel, Word, PowerPoint, etc.</li> <li>7) Basic knowledge of Japanese is preferable</li> <li>8) Basic knowledge of law is preferable</li> </ol>

Comments from the Institution	<p>The APO is an intergovernmental organization established in 1961 to increase productivity in the Asia-Pacific region through mutual cooperation. The APO contributes to the sustainable socioeconomic development of the region through policy advisory services, acting as a think tank, and undertaking smart initiatives in the industry, agriculture, service, and public sectors. The APO would welcome an intern who is highly motivated to assist in the implementation of our mission.</p>
Conditions	<p>Commutation fees and the cost of meals and incidentals must be covered by the intern. The intern is expected to follow the organizational information protection rules and procedures and sign a nondisclosure agreement (NDA) with the APO.</p>
Selection	<ul style="list-style-type: none"> <li>▪ Interviews with faculty members will be arranged later.</li> <li>▪ GraSPP will recommend shortlisted applicants to the institution for the final selection process.</li> <li>▪ Writing assignments and interviews with the institution will then be scheduled.</li> </ul>