

INTERNSHIP APPLICATION INFORMATION FOR GraSPP STUDENTS

Name of Organization	Asian Productivity Organization (APO) http://www.apo-tokyo.org/
Department	In-country Division, Program Directorate
Period of Internship	August–September 2024 (with the possibility of extension upon mutual agreement/preference)
Language	English
Number of Interns	One (1) Intern
Job Overview	The intern will support the APO in conducting a need assessment analysis and exercise to identify areas for alignment with member economies' productivity enhancement goals. This role is crucial in assisting the APO in tailoring its programs and initiatives to better meet the needs of stakeholders.
Key Responsibilities	<p>Data Collection and Research:</p> <ul style="list-style-type: none"> ▫ Gather and analyze quantitative and qualitative data from member economies, stakeholders, and existing APO reports/documents. ▫ Conduct literature reviews and benchmarking studies. <p>Data Analysis:</p> <ul style="list-style-type: none"> ▫ Analyze collected data to identify trends, gaps, and areas for improvement in APO programs and initiatives. ▫ Use appropriate statistical tools to interpret data and produce meaningful insights. <p>Reporting and Documentation:</p> <ul style="list-style-type: none"> ▫ Prepare brief reports and presentations summarizing the findings of the need assessment analysis. ▫ Document all stages of the research and analysis process, ensuring transparency and reproducibility. <p>Strategic Recommendations:</p> <ul style="list-style-type: none"> ▫ Develop actionable recommendations based on the need assessment findings. ▫ Assist in creating strategic plans and proposals for new programs or the enhancement of existing ones. <p>Collaboration and Support:</p> <ul style="list-style-type: none"> ▫ Work closely with the APO Secretariat team. ▫ Provide support in other related tasks as needed, such as attending meetings, preparing briefing materials, and contributing to other research projects.

Qualifications	<ol style="list-style-type: none"> 1) A GraSPP student. 2) A citizen of an APO member economy (https://www.apo-tokyo.org/directories/). 3) Motivated and interested in working in an international organization like the APO. 4) Must respect diversity and act with mutual trust and a global perspective. 5) Proficient in English (speaking, reading, writing, and comprehension). 6) Basic IT skills, i.e., Excel, Word, PowerPoint, etc. 7) Basic knowledge of Japanese is preferable. 8) Maintain a high level of professionalism and confidentiality in handling sensitive information. 9) Demonstrate strong analytical skills with the ability to interpret complex data and draw meaningful conclusions. 10) Possess excellent written and verbal communication skills for preparing reports and conducting presentations. 11) Show meticulous attention to detail in data collection, analysis, and reporting. 12) Exhibit a proactive approach to learning and problem-solving.
APO Overview	<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 its 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"> ▪ Interviews with faculty members will be arranged later. ▪ GraSPP will recommend shortlisted applicants to the APO for the final selection process. ▪ Writing assignments and interviews with the APO will then be scheduled.