

INTERNSHIP APPLICATION INFORMATION FOR GraSPP STUDENTS

Name of Organization	Asian Productivity Organization (APO) http://www.apo-tokyo.org/
Department	1. Executive Support Unit, Executive Office
Period of Internship	February–March 2025 (with the possibility of extension upon mutual agreement)
Language	English
Number of Interns	One intern
Job Overview	Undertake political economic analyses at the regional and national levels to inform strategic and operational decision-making; support the engagement of the APO Secretariat with international organizations, regional organizations, and diplomatic missions based in and outside Japan; draft official correspondence as needed; and provide support for internal and external meetings and conferences.
Key Responsibilities	<ol style="list-style-type: none"> 1) Under the guidance of the Senior Officer, undertake political economic analyses of thematic and/or regional issues. 2) Attend diplomatic engagements and produce meeting minutes, summaries, and press releases in English. 3) Provide conference services, arranging meeting documents and notetaking as required. 4) Draft official correspondence, such as letters, memos, and other formal communications between the APO Secretariat and external entities. 5) Provide comments and feedback on official documents, notes, memos, and papers in areas of substantive interest.
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 integrity, professionalism, and

	<p>confidentiality in handling sensitive information</p> <p>9) Demonstrate strong analytical skills with the ability to interpret complex data and draw meaningful conclusions</p> <p>10) Possess excellent written and verbal communication skills for preparing reports and conducting presentations</p> <p>11) Show meticulous attention to detail in data collection, analysis, and reporting</p> <p>12) Exhibit a proactive approach to learning and problem-solving</p>
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 interns who are 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 interns. Interns are 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.