

# INTERNSHIP APPLICATION INFORMATION FOR GraSPP STUDENTS

Name of Organization	Asian Productivity Organization (APO) <a href="http://www.apo-tokyo.org/">http://www.apo-tokyo.org/</a>
Department	Executive Support Unit, Executive Office
Period of Internship	August–September 2025 (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 content development for the GP Mapping application, by researching, proofreading, and providing feedback on the detailed writeups on the environmental policies of APO members.
Key Responsibilities	<p><b>Data Collection and Research:</b></p> <ul style="list-style-type: none"> <li>Conduct desktop research on the environmental policies of APO members, including qualitative writeups on plans and policies, as well as quantitative performance indicators.</li> </ul> <p><b>Writing:</b></p> <ul style="list-style-type: none"> <li>Synthesize gathered data into coherent and factual writeups detailing the background, objectives, structure, and implementation mechanism of each APO member’s environmental policies.</li> <li>Provide critical feedback to refine existing writeups.</li> </ul> <p><b>Collaboration and Support:</b></p> <ul style="list-style-type: none"> <li>Work closely with the GP Strategic Coordinator in reaching out to APO member governments to verify the details that will be featured on the GP mapping application.</li> </ul>
Qualifications	<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) Interest in how environmental policy is formulated and implemented by countries to achieve net-zero emissions targets and sustainable development goals.</li> <li>5) Must respect diversity and act with mutual trust and a global perspective.</li> <li>6) Proficient in English (speaking, reading, writing, and</li> </ol>

	<p>comprehension).</p> <p>7) Basic IT skills, i.e., Excel, Word, PowerPoint, etc.</p> <p>8) Basic knowledge of Japanese is preferable.</p> <p>9) Maintain a high level of professionalism and confidentiality in handling sensitive information.</p> <p>10) Demonstrate strong analytical skills with the ability to interpret complex data and draw meaningful conclusions.</p> <p>11) Possess excellent written and verbal communication skills for preparing reports and conducting presentations.</p> <p>12) Show meticulous attention to detail in data collection, analysis, and reporting.</p> <p>13) 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 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"> <li>▪ Interviews with faculty members will be arranged later.</li> <li>▪ GraSPP will recommend shortlisted applicants to the APO for the final selection process.</li> <li>▪ Writing assignments and interviews with the APO will then be scheduled.</li> </ul>