

INTERNSHIP APPLICATION INFORMATION FOR GraSPP STUDENTS

Name of Organization	Asian Productivity Organization (APO) http://www.apo-tokyo.org/
Department	Multicountry Program Division 1(MC1), Program Directorate
Period of Internship	February - March 2026 (with the possibility of extension upon mutual agreement)
Language	English
Number of Interns	One intern
Job Overview	The intern will support the APO Multicountry Program Division 1 (MC1) in developing Multicountry (MC) project database and supporting development of projects.
Key Responsibilities	<ol style="list-style-type: none"> 1) Assist the MC1 Program Officers in the daily operation of MC1, including in developing MC project database. 2) Assist the development of projects under the guidance of MC1 Program Officers. 3) Conduct analysis of projects in terms of outcomes and consider effective project management with MC1 Program Officers. 4) Take part in development of procedures for selecting competent participants. This internship values fresh and innovative thinking to help make MC projects more visible and impactful. 5) Conduct analysis of participation trends of MC projects (for eg. in last 10 years on the basis of country, repeatability etc.), and create a structured database of RPs and participants. 6) Perform such other duties as may be assigned by MC1 Program Officers and/or the Principal Officer.
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) Excellent IT skills, i.e., Excel, Word, PowerPoint, etc. 7) Basic knowledge of Japanese is preferable

	<p>8) Maintain a high level of integrity, professionalism, and 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.