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**ASEF-P2P INTERNSHIP PROGRAMME:  
YOUTH PROMOTING DIALOGUE BETWEEN ASIA AND EUROPE  
AT PEOPLE-TO-PEOPLE EXCHANGE DEPARTMENT  
ASIA-EUROPE FOUNDATION**

The Asia-Europe Foundation (ASEF) was established in February 1997, by members of the Asia-Europe Meeting (ASEM). It is based in Singapore and reports to a Board of Governors comprising members from the 43 ASEM countries, the European Commission and the ASEAN Secretariat. ASEF seeks to promote better mutual understanding between civil societies of Asia and Europe through greater intellectual, cultural and people-to-people exchanges between the two regions ([www.asef.org](http://www.asef.org)).

For several years now, the People-To-People Exchange Department of the Asia-Europe Foundation has been involving Youth from ASEM countries in its work. Using this opportunity, the interns have the possibility to integrate in ASEF's team, to be actively involved on the development of specific projects related to Youth and Education, as well as to acquire a better knowledge of the Asian and European Institutions and of Intercultural youth work.

The Department works with and for Youth in three distinct perspectives: as students, as socially active citizens and as young professionals in various sectors of society. Seen through these frames, the focus areas of People-to-People Exchange programmes are educational co-operation, youth policies and linkages with young professionals.

The People-to-People Exchange Department **seeks to engage a motivated intern for a period of six months starting as soon as possible**. Applicants should be nationals from the ASEM countries.<sup>1</sup>

The successful candidate will be assigned the following **general duties and responsibilities**:

- **Programme Support:** To assist the project leader, under the supervision of the Director, in the organisation of projects and activities for the People-to-People Exchange department, on undertaking research, carrying out administrative and logistical support in preparation for projects and contributing input to the different programmes.

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<sup>1</sup> The ASEM countries are Austria, Belgium, Bulgaria, Brunei, Cambodia, China, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Laos, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, Netherlands, Pakistan, Philippines, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Thailand, United Kingdom and Vietnam

- **Departmental Support:** The intern is expected to work as an integral part of the People-to-People Exchange Department, as well as with colleagues in the other Departments of ASEF. He / She will assist the P2P team (3 persons) on administrative tasks related to other P2P projects as needed.

The successful candidate will have the following **profile**:

- A young professional with experience in working with Youth and some international exposure **or**
- A final-year student ideally from the field of international relations with previous experience in youth related programmes.
- Excellent command of English (both oral and written) and a strong interest in working in a multi-cultural environment required.
- Specific knowledge in the fields of volunteer work or youth trainings will be an asset.

Applicants should send the following to Ms Katerina Ragoussi at [katerina@asef.org](mailto:katerina@asef.org) **by the 10<sup>th</sup> April 2007.**

- a. **Cover Letter** detailing the qualities/contributions that he/she can bring to People-to-People Exchange project development.
- b. **Curriculum vitae with the candidate's contact-details** highlighting past studies/work experiences related to the above job requirements.

A nominal monthly financial **remuneration** is offered: SGD 1,100 for Singapore-based interns, or SGD 1,500 (including housing allowance) for overseas interns.