



**Asia-Pacific  
Economic Cooperation**

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# **APEC SECRETARIAT INTERNSHIP FRAMEWORK**

Purpose: Information

## **APEC SECRETARIAT INTERNSHIP FRAMEWORK**

### **I Objective**

1. The APEC Secretariat Internship Framework (ASIF) sets out the guidelines under which the Secretariat may utilise the services of persons seeking to work as interns in the Secretariat. The aim of the ASIF is to provide the Secretariat with the services of qualified persons specialised in various professional fields. The internship should be participatory and experiential. For the intern, it provides an opportunity to work in a regional organisation with a multicultural environment and to interact with/learn from experienced professionals. Through interaction with Secretariat staff, interns would also obtain different perspectives on the work and operations of the Secretariat.
2. The ASIF would ensure that appropriate use is made of the intern's capabilities to serve the needs of the Secretariat while at the same time, providing an opportunity for the intern to gain an understanding of APEC's programs and the work of the APEC Secretariat, including:
  - (a) APEC and its scope of work
  - (b) APEC's guiding principles and framework
  - (c) The APEC process
  - (d) Key APEC Milestones
  - (e) The Secretariat and its role as the core support mechanism of the APEC process.

### **II Duration, Timing & Intake**

3. Attachments would normally be for a period of 3 to 6 months. An internship could be offered when a Professional Staff Member (Mentor) requires assistance for a project(s) or other specified task(s). The timing of an attachment would depend on the availability of the Mentor.

### **III Eligibility Criteria**

4. Only nationals and permanent residents of APEC Member Economies are eligible to apply. Interns must possess an undergraduate degree and may be enrolled, or planning to enrol, in a full-time graduate study programme (second university degree or higher). Candidates should preferably have a strong interest in the work of international organizations and, in particular, international affairs and international economics. The ability to work in written and spoken English and computing skills are essential.

### **IV Working Arrangements**

5. A Mentor would be assigned to the intern to provide guidance to and supervise the intern's work. Prior to the commencement of each programme, the Mentor will draw up a list of tasks/projects to be assigned to the intern, the aim being to make good use of the intern's specialty. The work may include research, project management, communications and, if applicable, some translation work. Where possible, interns will be allowed to attend official functions and meetings as observers or staffers.
6. The intern would be provided with a workspace, computer and a generic e-mail account that would give him/her access to non-sensitive information in the Secretariat.

## **V Application & Selection Procedure**

7. Interested candidates are required to submit:
  - (a) A completed APEC Secretariat Internship Framework Application Form;
  - (b) An up-to-date curriculum vitae (resume), including the names and contact details of three referees; and
  - (c) A covering letter stating why he/she is seeking an internship with the Secretariat.

Applications are to be submitted by specified deadline indicated on the APEC website. Please note that incomplete or incorrect applications will not be considered. Applications may be sent by:

- (a) mail to: Director (Administration)  
APEC Secretariat  
35 Heng Mui Keng Terrace  
Singapore 119616
  - (b) email to: [admin-hr@apcc.org](mailto:admin-hr@apcc.org)
8. Qualified candidates may be required to participate in an interview, which may be conducted in person or by telephone, to determine their suitability for the ASIF.
  9. The Secretariat will endeavour to give selected candidates approximately one to two months in advance of the start date of the internship.

## **VI Stipend**

10. The Secretariat pays a modest stipend.

## **VII Terms & Conditions of ASIF**

11. Before commencing the internship, the selected applicant would be required to sign an undertaking agreeing to the following conditions:

- (a) All expenses connected with the internship, including travel and accommodation, will be borne by the intern and/or his/her sponsoring institution;
- (b) The Secretariat accepts no responsibility for costs arising from accidents and/or illness incurred during the internship. The successful candidate shall provide proof of his/her enrolment in a health and accident insurance plan for the entire period of the internship;
- (c) An intern who is not a Singapore national is personally responsible for obtaining visas, where necessary, for Singapore and countries en route. The Secretariat may assist the intern in this process, on a case by case basis, if it is more convenient for the Secretariat to do so. The intern is, however, responsible for the cost of the visa;
- (d) The intern would require a Training Visit Pass for the duration of the internship in Singapore. The Secretariat will be responsible for the application and cost of the Training Visit Pass, to be issued by the Ministry of Manpower, Singapore;
- (e) The intern is responsible for arranging his/her travel to/from Singapore and for cost of local travel in Singapore;
- (f) The intern is responsible for his/her own accommodation in Singapore. When requested, the Secretariat will assist interns to locate accommodation, which may include home stay with Secretariat staff, hotels, or other suitable lodging. The intern will deal directly with the accommodation provider. In this regard, the Secretariat's assistance will strictly be on a bona fide basis and the Secretariat will not be liable for any accident and/or illness and damage to and/or loss of personal property, incurred during the intern's stay in the accommodation of choice;
- (g) The intern shall observe all applicable rules, regulations, instructions, procedures and directives of the Secretariat;
- (h) The intern shall refrain from any conduct that would adversely reflect on the Secretariat and shall not engage in any activity which is incompatible with the aims and objectives of the Secretariat;
- (i) The intern shall not enter into any commitment or agreement on behalf of the Secretariat;
- (j) The intern shall respect the impartiality and independence required of the Secretariat and shall not seek or accept instructions regarding the services performed from any Member Economy or from any authority external to the Secretariat;
- (k) The intern shall keep confidential any and all unpublished information made known to him/her by the Secretariat during the internship that he/she knows or ought to have known has not been made public, and except with the

explicit authorization of the Secretariat, shall not publish any report/paper on the basis of information obtained during the programme, both during and after the completion of the internship;

- (l) The intern shall provide the Secretariat with a copy of all materials prepared during the internship;
- (m) The intern must be medically fit to work;
- (n) The intern shall provide immediate written notice in case of illness or other circumstances which might prevent him/her from completing the internship; and
- (o) The Secretariat reserves the right to terminate an internship attachment should the intern violate any of the terms and conditions of the ASIF.

### **VIII Evaluation**

12. At the end of the attachment, the intern will be required to complete an evaluation form to provide feedback on the attachment and to offer suggestions on possible areas for improvement. The Mentor will be required to complete an evaluation form on the performance and work undertaken by the intern. The Secretariat will also provide a written reference for the intern.

### **IX Future Contact**

13. The Secretariat would endeavour to maintain contact with the intern after the ASIF so as to maximise the benefit of the programme.