

2026 INTERNSHIPS

S/N	Project Title	Description	Key Activities	Skills/ Competencies	Duration	Type	Availability
1	HR Engagement Calendar & eDM Communication Design	The project aims to create a comprehensive HR calendar that highlights key employee engagement activities, compliance deadlines, and HR initiatives. Additionally, it involves designing and scheduling electronic direct mail (eDM) blasts to ensure timely communication to all staff. This initiative will enhance visibility of HR programmes and improve employee engagement across the organisation.	<ul style="list-style-type: none"> - Calendar Design: Develop a visually appealing and user-friendly HR calendar. - Content Creation: Draft and design eDM templates for HR announcements and campaigns. - Scheduling & Coordination: Plan eDM distribution timelines and coordinate with relevant stakeholders. - Feedback & Iteration: Gather feedback from HR team and refine designs for optimal engagement. - Assisting HR with ad-hoc projects (e.g. training support) 	<ul style="list-style-type: none"> - Design Skills: Proficiency in Canva, Adobe Creative Suite, or similar tools for creating visually appealing layouts. - Communication Skills: Ability to craft clear, engaging content for internal audiences. - Project Management: Organising tasks, managing timelines, and coordinating with multiple stakeholders. - Attention to Detail: Ensuring accuracy in dates and content. 	3 Months	On-site	Yes
2	Events and Campaigns Management	This intern will support the Communications & Public Affairs Unit (CPAU) events and outreach efforts.	<ul style="list-style-type: none"> - Support the planning and organisation of CPAU-led events, briefings, workshops, and outreach activities. - Assist with event timelines, task lists, and logistical checklists. - Coordinate event-related information such as agendas, participant lists, and speaker details. Provide on-the-day support for events, including registration, guest coordination, and basic protocol support. - Support the rollout of communications campaigns linked to APEC such as the APEC Photo Contest (working with the Social Media & Contents Sr Executive). 	<ul style="list-style-type: none"> - Strong planning and organisational skills, with the ability to manage timelines, details, and multiple tasks. - Clear written and verbal communication skills in English. - Interpersonal and coordination skills, with confidence interacting with diverse stakeholders. - Ability to follow instructions and translate plans into practical actions. - Strong attention to detail, particularly for schedules, names, and event materials. - Ability to work under time pressure during live events and campaign peaks. 	6 months (May - Oct)	On-site	Yes