



European Chamber of Commerce (Singapore)

Internship

Advocacy & Research

Duration of internship: 3 – 6 months (full time), early to mid-August 2021

Paid Internship: A stipend is offered. Insurance, accommodation and other daily expenses are not covered. These are at the intern's expense.

About EuroCham

The European Chamber of Commerce in Singapore, also known as EuroCham, represents the common interests of the European business community in promoting freer trade and investments between Europe and Singapore, as well as within the region. EuroCham provides an excellent platform for advocacy and networking for all members, and as a communication channel among Singaporean and European political and economic circles. EuroCham is the sole European representative at the Singapore Business Federation (SBF) Council.

Internship

The research intern will be able to experience first-hand the functions of a chamber of commerce and the nature of advocacy work in Singapore. This intersection between business and politics will be extremely valuable for students seeking to gain in-depth knowledge and practical experience in government relations and stakeholder management.

The chamber staff will provide interns with the opportunity to develop professional skills and receive mentorship. The intern may also receive practical support for any academic theses undertaken as part of the intern's university curriculum.

If you fit the following description:

- Fluency in English (other European languages are an advantage)
- Good knowledge of Singapore, the EU and ASEAN
- Exceptional writing and analytical skills and an interest in global issues
- Tertiary education in Politics or Economics or other social sciences preferred
- For non-Singaporeans, please check your eligibility for "work holiday programme" via Ministry of Manpower website: <https://www.mom.gov.sg/passes-and-permits/work-holiday-programme/eligibility>
- Ability to work in a small team, multitasking, good organizational skills and attention to details
- Pleasant, positive and outgoing personality
- Flexible, pro-active attitude and ability to work in a multicultural environment
- IT savvy & familiar with Microsoft Office pack

Please kindly submit a CV and motivation letter to internship@eurocham.org.sg by August 1st, 2021.

Responsibilities include:

- Support the advocacy work of the Chamber through desk research, writing of policy papers and engagement with stakeholders
- Daily monitoring of the press (Singapore, Asia, Europe)
- Support with drafting of official correspondences, media statements, and other external communications
- Assist in organising meetings, events, and conferences
- Regularly update the Chamber's media platforms including newsletters and website
- An extent of administrative support is also required