



European Chamber of Commerce (Singapore)

# Internship

## Advocacy & Research

**Start Date: July 2023 (flexible)**

**Duration of internship: 4 – 6 months (full time)**

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

### 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, Economics or other social sciences preferred
- For non-Singaporeans, please check your eligibility for the "work holiday programme" via the 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](mailto:internship@eurocham.org.sg). This role reports to the Senior Advocacy and Programme Manager.

### 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 the 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