

PECC Internship Program Guidelines

The PECC Internship program aims to provide the intern working experience in a regional organization with a multicultural environment and to interact with/and learn from experienced professionals.

Interns will be required to perform administrative duties, research, and assist with organizing PECC events, among other activities as directed. Successful applicants can expect to gain direct exposure to the work and management of a leading regional organization.

Duties of interns for example may include:

1. To provide research assistance and support to PECC projects on their areas of research. This includes:
 - tracking of developments on specific areas and issues
 - compiling, organising of data collections
 - searching, scanning and downloading of materials from the web
 - securing other information, including statistics
 - literature searches and bibliographical compilations
2. To update database and information on the web pages
3. To undertake administrative duties, such as managing correspondence, filing, copying, etc.
4. To assist with organization of PECC events.

A list of tasks will be assigned to the candidate, and he/she would be provided with a workspace, computer and a generic email account.

Criteria for interns

The candidate should be enrolled in an undergraduate or post graduate degree program in a PECC member economy.

The candidate should have a demonstrated interest in the work of international organizations, international affairs, international economics and other areas addressed by PECC.

The candidate should be able to work for at least 4 weeks continuously at the PECC International Secretariat. There would be no more than 2 interns in the secretariat at any one time.

The candidate must be proficient in English and possess adequate computer skills.

The candidate must be proposed or at least recommended by local member committees.

All expenses connected to the candidate's travel to and stay in Singapore will be borne by the candidate and/or his/her sponsoring member committee/institution.

The candidate's lodging/accommodation must be arranged by the candidate and/or his/her sponsoring institution.

The candidate must hold health/accident insurance policies coverage including hospitalization and repatriation to home economy in case of emergency.

The International Secretariat will be responsible for the application and cost of obtaining a Training Visit Pass issued by the Ministry of Manpower, Singapore. The candidate must fulfill all the requirements stipulated for the application of a training visit pass.

At the end of the attachment the Secretariat will give an evaluation of the candidate and provide a written reference for the candidate.

Application for internship should include the following:

1. Completed application form
2. An up to date curriculum vitae
3. A letter of recommendation from the sponsoring PECC member committee
4. A covering letter stating why the candidate is seeking an internship at the PECC International Secretariat.

INTERNSHIP PROGRAMME APPLICATION FORM

*(Please note that all fields marked with * must be filled-in for your application to be considered.)*

1. Applicant Information

Family name (surname)*:	Present Address*:
First name (given name)*:	Economy*:
Middle/Other name:	Present Telephone*:
Sex:	Marital Status: (check one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other _____
Date of Birth (dd/mm/yyyy):	Place of birth:
Permanent Telephone:	Fax:
E-mail Address:	

2. Travel Document Information

Passport Type*:	Passport No.*:
Passport Issuing Authority:	Place of Issue:
Date of Issue (dd/mm/yyyy)*:	Date of Expiry (dd/mm/yyyy)*:

3. In Case of Emergency, please notify:

Family name (surname):	Address:
First name (given name):	Daytime Telephone:
Relationship to Applicant:	Evening Telephone:
Fax:	E-mail:

I hereby confirm that I hold health & accident insurance policies with the following insurance company

NOTE: Even if you do not have such policies now, you must have both should you be offered an internship.

Health Insurance (company name and policy number):	
Life/Accidental Death Insurance (company name and policy number)	

4. Education Attainment (High School/Undergraduate Degree):

Current Education				
Institution Name, City, Country	Attended		Degrees Obtained	Major Subjects of Study
	From (mm/yy)	To (mm/yy)		
Completed Education				

5. Languages

Mother Tongue*: 				
<input type="checkbox"/> English <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	<input type="checkbox"/> French <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	<input type="checkbox"/> Spanish <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	<input type="checkbox"/> Other <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	<input type="checkbox"/> Other <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak

6. Skills information

<input type="checkbox"/> Word Processing	<input type="checkbox"/> Internet Research	<input type="checkbox"/> Database: Creation	<input type="checkbox"/> Webpage Design	<input type="checkbox"/> Other:
<input type="checkbox"/> Powerpoint	<input type="checkbox"/> Statistical Analysis	<input type="checkbox"/> Database Input	<input type="checkbox"/> Spreadsheet	

7. Sponsor

PECC member committee/ institution (surname):	Address:
Contact person: First name (given name):	Telephone:
Surname:	Fax:
E-mail:	Signature:

I hereby certify that the above information provided above are true, complete and correct to the best of my knowledge and belief and can be verified at any time.

Signature of Applicant

Date: (dd/mm/yyyy)

Before sending this application, please ensure that the following documents are attached to support your application:

1. Your up-to-date curriculum vitae
2. A letter of recommendation from sponsoring PECC member committee
3. A covering letter stating why the applicant is seeking internship at the PECC International Secretariat.
4. A recent passport-sized photograph
5. A copy of your passport
6. Proof of health and life (accidental death) insurance.

Annex 1: Please state your reasons for seeking an internship at the PECC International Secretariat.