

Terms of Reference:

Intern – Policy at the European Association for Business and Commerce (EABC) in Bangkok

The European Association for Business and Commerce (EABC) is located in Bangkok. As the voice of European business in Thailand, EABC aims to facilitate market access for European business in Thailand promoting Thailand and/or ASEAN as a trade and investment market for European businesses including providing services to facilitate economic cooperation between Europe and Thailand in synergy with existing service providers.

European Association for Business and Commerce (EABC) is seeking an Intern with focus on the area of communication and events management. The Intern's role will be hands-on and often involves working as part of a team in communication and events management. The candidate must be able to complete a wide range of activities requiring clear communication in coordination with the Consortium Partners of EABC, excellent organisational skills and with attention to details.

Scope of Responsibilities:

- Assist in facilitation the functioning of the Advocacy Working Groups under the EABC, including research, preparation of meeting notes, translations, advocacy news, minutes and related documentation;
- Support the preparation of policy briefings, updates and high-level policy statements/submissions with the focus on trade and economic relations between Thailand and Europe, for dialogue with authorities and when the Government considers new regulations or revision of existing regulations;
- Support the drafting, publishing and dissemination of the annual European business position paper to inform the Royal Thai Government of European industry positions on key trade/investment policy and recommendations;
- Assist in other tasks and assignments from the Policy Manager.

Requirements:

- Thai National
- Currently enrolled in a Bachelor degree or Master in economics, business administration, journalism, political science or a related field from a reputable university in Thailand or abroad.
- Excellent knowledge of English, verifiable by previous professional and academic record. Knowledge of other European language(s) is a plus.
- Proficiency in written and verbal English, which includes good writing and editing skills in Business oriented English.
- Strong communication and interpersonal skills.
- Ability to prioritise and organise own work under pressure and tight deadlines.
- Keen interest to work in an international environment, study- or working experience in European countries considered a plus.

Duration of the internship

The duration of the internship is for 4-6 months. The Internship is normally on a full-time basis but part-time arrangements can be agreed upon depending on both the requirements of the assignment and the availability of the intern due to parallel studies. **The start of the Internship is September 2017**

The internship will not be remunerated but some basic costs in connection with the Internship will be covered. If you are interested in this Internship opportunity with EABC, please send your CV to members@eabc-thailand.eu, to office@eabc-thailand.eu latest by **27 August 2017**