



Southeast Asian Ministers of
Education Organization



SEAMEO Internship Programme for Students



SEAMEO Internship Programme for Students

Background

Currently, the SEAMEO Secretariat has been offering an Internship Programme to selected number of applicants pursuing undergraduate or postgraduate studies and volunteers who have the desire to deepen their knowledge and understanding on SEAMEO goals, policies and activities. A SEAMEO intern candidate should be a third or fourth year Undergraduate Student or a Postgraduate Student. As far as possible, the scope of tasks given during the internship is related to the intern's current degree of study.

The SEAMEO Internship Programme provides excellent chance for a directed, practical learning experience in regional and international platform for the candidates. In addition, the Programme could enhance partnership and network between SEAMEO and educational institutions. Therefore, the SEAMEO Secretariat would like to extend the internship opportunity to students not only at the SEAMEO Secretariat, but also at SEAMEO Regional Centres/Network (SEAMEO Units) by streamlining and making the process more systematic and integrated.

Objectives

- Providing opportunities for students to assist the SEAMEO Units in international cooperation, administrative, secretarial, accounting and IT areas;
- Providing a framework by which students could enhance their educational experiences through practical work assignments; and
- Providing students with exposure on regional and international work that would give them significant edge in terms of employability, career growth, and building a wider network.

Time Frame

The internship duration will be from 3 to a maximum of 6 months.

Internship Conditions

SEAMEO Units may provide interns with the following funding:

- A minimal stipend to partially cover food and incidental expenses depending on the budget of the receiving SEAMEO Units.
- Generally, all provisions above are subject to policies of the SEAMEO Units.

Contact person

For further enquiries,
please contact
Mrs Natcha Kampiranond
at natcha@seameo.org
or Tel: +66 2 391 0444



SEAMEO Centres	Educational background of Interns	Internship Conditions	Internship Period	Contact Details
	<p>Individuals seeking internships in secretarial/clerical or technical/professional areas must be enrolled in a programme pertinent to the assigned duties and must have reached their senior year of studies.</p> <p>The candidate must have a good command of the English language, both in writing and speaking. Competency in another language, especially a language of a Southeast Asian nation, would be advantageous.</p>	In addition, interns are completely responsible for arranging, at their own expense, life, health, travel and other forms of insurance coverage during the period of internship at SEAMEO SPAFA. Interns may be asked to contribute an article to the SPAFA Journal.		
SEAMEO TROPMED/ Network	Health related student	Fully funded by intern	3 months	SEAMEO TROPMED Network 420/6 Rachathewe Road Bangkok 10400 Tel: +66 2354 9145 Fax: +66 2280 4030 E-mail: tmseanet@diamond.mahidol.ac.th URL: www.seameotropmednetwork.org
SEAMEO TROPMED/ Malaysia	Laboratory work related to parasitological, virology and entomology Allergy, immunology, medical student or research, Laboratory staff	Fully funded by intern	1-3 months (depend on the subject/ module)	Ms Voon Yee Lin Email: voonyl@imr.gov.my SEAMEO TROPMED Malaysia can only accommodate 1 or 2 interns at a time. Internship will only begin in year 2018. SEAMEO TROPMED/Malaysia Institute for Medical Research Jalan Pahang, Kuala Lumpur 50588 Malaysia Tel: + 603-2616 2666 Fax: + 603-2693 9335 E-mail: seameo@imr.gov.my URL: www.imr.gov.my
SEAMEO TROPMED/ Philippines	Health related students	Fully funded by intern	2 months	Carl Antonio Email: ctantonio@up.edu.ph SEAMEO TROPMED/Philippines College of Public Health University of the Philippines 625 Pedro Gil Street, Ermita Manila 1000, Philippines Tel: + 63-2-5242703 Fax: + 63-2-5211394 E-mail: acsantos3@up.edu.ph URL: www.upcph.info
SEAMEO VOCTECH	Undergraduate program on - Asian Study Management - Management Study - Research & Development - Accounting - Information Management	Fully funded by the intern	3-6 months	Haji Abdul Haris bin Haji Mohammad Ali Business and Marketing Manager Email: haris.ali@voctech.edu.bn SEAMEO VOCTECH Jalan Pasar Baharu, Gadong BE 1318, BRUNEI DARUSSALAM Tel: +673 244-7992 Fax: +673 244-7955 E-mail: info@voctech.edu.bn URL: www.voctech.org

Internship Programme for Students at SEAMEO Centres

As of 15 Dec 17

SEAMEO Centres	Educational background of Interns	Internship Conditions	Internship Period	Contact Details
SEAMEO BIOTROP	Graduate students in agriculture, forestry, community development, GIS/Remote Sensing, communications and publications, knowledge management, graphics designing, expert systems/information management system development, training management.	Accommodation and Lunch will be provided.	3-6 months	SEAMEO BIOTROP Jalan Raya Tajur, Km 6, P O Box 116, Bogor, INDONESIA Tel: +62 251 832-3848 Fax: +62 251 832-6851 E-mail: gau@biotrop.org URL: www.biotrop.org
SEAMEO CELLL	Graduate students in Administration and have background in research	Full funded by intern	3 months	Mr Mai Hong Quan Deputy Manager of Research and Training SEAMEO CELLL 33C Le Thanh Ton Street Ben Nghe Ward, District 1 Ho Chi Minh City VIETNAM Tel: +84 28 38246767 Fax: +84 28 38243304 Email: info@seameocelll.org URL: www.seameocelll.org
SEAMEO CHAT	Graduate student in social science with research background. Graduate student in ICT with web based creation and design background.	Lunch and Office space will be provided.	3 months SEAMEO CHAT can accommodate 2 interns at a time.	Dr Naw Si Blut Assistant Director and Senior Research Officer Email: sibltnaw@gmail.com SEAMEO CHAT Institute of Medicine (1) Compound Pyay Road, Kamayut Township Yangon 11041, Myanmar Tel: +95 1 515180 Fax: +95 1 515175 Email: seameo_chat@mptmail.net.mm URL: www.seameoachat.org
SEAMEO INNOTECH	Students in Communication, Marketing or ICT, Graduate students research fellows in education and related fields.	Accommodation and small allowance will be provided.	3-6 months	Ms Grace M Cuadro Manager Administrative Management Office Email: grace@seameo-innotech.org SEAMEO INNOTECH Commonwealth Avenue P O Box 207, UP Diliman Quezon City 1101, Philippines Tel: + 632 924-7681 Fax: + 632 924-7681 #167 Email: info@seameo-innotech.org URL: www.seameo-innotech.org
SEAMEO QITEP in Language	Graduate or students studying Arabic, German, Japanese, Chinese, Indonesian	Fully funded by the interns Year 2017: Monthly allowance for food and transport	3-6 months	Reni Anggraeni Specialist of Division of Human Resources and General Affairs Email: reni.anggraeni1002@gmail.com SEAMEO QITEP in Language Jalan Gardu, Srengseng Sawah Jagakarsa, Jakarta Selatan 12640, INDONESIA Tel: +62 21 7888 4106 Fax: +62 22 7888 4073 Email: info@qitepinlanguage.org URL: www.qitepinlanguage.org

SEAMEO Centres	Educational background of Interns	Internship Conditions	Internship Period	Contact Details
SEAMEO QITEP in Mathematics	Graduate student of Mathematics Education	Fully funded by the interns	3-6 months	Mr Susetyo Widiasmoro Deputy Director for Administration E-mail: adhikun09@yahoo.com SEAMEO QITEP in Mathematics Jalan Kaliurang Km 6 Sambisari, Condongcatur, Depok, Sleman, Yogyakarta 55283, INDONESIA Tel: +62 274 881 717 Fax: +62 274 885 752 Email: secretariat@qitepinmath.org URL: www.qitepinmath.org
SEAMEO QITEP in Science	<ul style="list-style-type: none"> Graduate student with web based creation and design background Graduate student in Science Communication and Public Relation 	Fully funded by the intern Year 2017: Monthly allowance to be paid	6 months	Mr Rizwan Darmawan Email: rizwan@qitepinscience.org SEAMEO QITEP in Science Jalan Diponegoro 12, Bandung 40115, West Java, INDONESIA Tel: +62 22 420 7922 Fax: +62 22 423 1191 Email: secretariat@qitepinscience.org URL: www.qitepinmath.org
SEAMEO RECFON	<ul style="list-style-type: none"> Graduate student in Computer Science Graduate student in Food/Nutrition 	Fully funded by intern	6 months	Mr Mochammad Perbowo, M M Manager of Human Resources and General Affairs SEAMEO RECFON SEAMEO RECFON Building Campus of University of Indonesia Jl Salemba Raya No 6 Jakarta 10430, Indonesia Tel: + 62 21 3193 0205 Fax: + 62 21 391 3933 Email: hr@seameo-recfon.org URL: www.seameo-recfon.org
SEAMEO RECSAM	General degree or graduate student in Science and Mathematics with educational research or administration background	<ul style="list-style-type: none"> Fully funded by intern Centre will provide monthly allowance 	3-6 months	Mr Mohamad Hilal Zulkifli Admin Officer Email: hilal@recsam.edu.my cc: simsuan@recsam.edu.my SEAMEO RECSAM Jalan Sultan Azlan Shah Gelugor, Penang 11700 Malaysia Tel: + 604 652 2700 Fax: + 604 652 2737 Email: director@recsam.edu.my URL: www.recsam.edu.my
SEAMEO RETRAC	Graduate student with skills in educational research and/or educational management training	Fully funded by the intern	3-6 months	Deren Temel Manager International Development Email: temel@vnseameo.org SEAMEO RETRAC 35 Le Thanh Ton Street, District 1 Ho Chi Minh City, VIETNAM Tel: +84 28 3824 5617 to 8 Fax: +84 28 3823 2175 E-mail: contact@vnseameo.org URL: www.vnseameo.org

SEAMEO Centres	Educational background of Interns	Internship Conditions	Internship Period	Contact Details
SEAMEO RIHED	<ul style="list-style-type: none"> Graduate students with background on higher education Skills in IT, graphic design, database management is a plus 	Fully funded by intern	3-6 months	SEAMEO RIHED 5th Floor, The Office of Higher Education Commission Building 328 Sri Ayutthaya Road, Rajathewee Bangkok 10400 Tel: + 66 2644 9856 – 62 Fax: +66 2644 5421 E-mail: rihed@rihed.seameo.org URL: www.rihed.seameo.org
SEAMEO SEAMOLEC	Studying Master Degree in English studies	Meals (Lunch) and working station will be provided.	3 months	Drs Yoni Utomo, M Ed Deputy Director for Administration Email: yoniu@seamolec.org ; utomo.yoni@yahoo.co.id SEAMEO SEAMOLEC Kompleks UT, Jl Cabe Raya, Pondok Cabe, Pamulang 15418 P O Box 59/CPA, Ciputat 15401, Jakarta, INDONESIA Tel: +62 21 742 2184 Fax: +62 21 742 2276 E-mail: secretariat@seamolec.org URL: www.seamolec.org
SEAMEO SEARCA	KM Student	Office space and local travel will be provided.	1-3 months	Ms Eidelmine Elizabeth F Genosa Email: efg@searca.org Unit Head, Human Resources Management Unit SEAMEO SEARCA Los Baños, Laguna 4031, PHILIPPINES Tel: +63 49 536-2284, 536-2287 Fax: +63 21 536-7097, 536-2914 E-mail: post@searca.org URL: www.searca.org
SEAMEO SEN	KM Student, ICT or International Relations Student	Office space and accommodation will be provided.	3-6 months	Mohd Zulkamain B Abdul Wahab International Relation Officer Email: zulkamain@seameosen.org SEAMEO SEN Level 2, Anjung Hikmah Complex IPGK Perempuan Melayu Jalan Durian Daun 75400 Melaka, Malaysia Tel: + 606 281 8242 Fax: + 606 2820187 E-mail: director@seameosen.org URL: www.seameosen.org
SEAMEO SPAFA	BA or Graduate students in Archaeology, History, History of Fine Arts, Visual Arts, Design, Cultural Heritage and Conservation, Architecture, Southeast Asian Studies, Culture, Performing Arts, Heritage Studies, Anthropology, or other areas which support SEAMEO SPAFA's work such as Social Sciences, Education, Human Resource Management, Marketing Library Science, Information Technology, Communication, etc.	Appropriate working space and facilities provided at SEAMEO SPAFA. Arrangements and expenses for the intern's travel, visas, vaccinations, accommodation and living are under the responsibility of the interns or their funding institutions.	3-6 months	Mr John Paul Itao Email: john@seameo-spafa.org SEAMEO SPAFA 81/1 Sri Ayuthaya Road Samsen, Theves, Bangkok 10330 Tel: +66 2280 4022-9 Fax: +66 2280 4030 Email: spafa@seameo-spafa.org