

Internship: Taiwan Study Tour

Background

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding and interest in international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures. The AIIA operates nationwide across seven State and territory branches and a National Office in Canberra.

The AIIA contributes to international affairs in four ways:

Providing a forum for debate: The AIIA hosts meetings, lectures and discussion on important issues in world affairs.

Disseminating ideas: The AIIA publishes the scholarly journal *Australian Journal of International Affairs* as well as the definitive record of Australian foreign policy, *Australia in World Affairs*. Both now span over 50 years. The AIIA also publishes the weekly blog *Australian Outlook*.

Educating: The AIIA works to interest young people in global issues through the International Careers Conference in Melbourne, and the Young Professionals Forum (YPF), and organises Study Tours to destinations as diverse as Myanmar, Sri Lanka, Iran, Timor-Leste and Indonesia.

Collaborating: The AIIA has cooperative relationships with other Institutes in Australia and worldwide, including Chatham House in London and the US Council on Foreign Relations.

Role of Taiwan Study Tour Intern

The role of the Taiwan Study Tour Intern is to support the President, Patrick Moore, in planning, supporting and participating in the Study Tour to Taiwan in November 2019.

Position Title: Taiwan Study Tour Intern

Position remuneration: This is a work experience position. There is no remuneration allocated to this position. For participation on the Study Tour the Intern will contribute approx. \$1,200 towards on-ground costs and airfares, and the balance will be subsidised by AIIA Victoria. The Intern must take out their own travel insurance.

Internship duration: 9 months (may be changed with agreement of both parties)

Start date: April 2019

Hours: Approx. 10 hours per week

Reports to: President AIIA Victoria

The Role

The position requires an ability to plan and work independently towards deadlines. Prior experience of travel in Taiwan, and some knowledge of Taiwanese culture and Mandarin would be an advantage.

Key Responsibilities

Support for the 2019 Study Tour to Taiwan, and to assist the President with other related matters as may be requested:

1. Pre-departure research on itinerary and appointments, as required, working in conjunction with Patrick Moore
2. Additional logistical support on the ground during the tour in the event of cancellation of meetings or other changes. These activities would be at the direction of the Tour Leader
3. Correspondence to thank all meeting organisers upon return from the trip
4. Study Tour report to be submitted to the Council within 30 days of return to Australia

Required Skills

- Strong time management & planning skills; ability to work autonomously
- Interest in international relations issues

Reviews

Interns will meet regularly with the President to assess performance and receive feedback.

Should performance be assessed as sub-optimal and fail to improve after an opportunity to rectify performance, the AIIA reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

Location

Work can be conducted both at home and at the AIIA VIC office in East Melbourne. The successful applicant will be required to use his or her own laptop. The exact hours and location of work will be determined once the successful applicant has been selected. These may vary depending on requirements at different stages of the Internship.

Other benefits: AIIA VIC Event attendance

Interns are encouraged and welcome to attend standard events free of charge, and each Intern is given a year's free Membership following the successful completion of the Internship.

Applications

To apply please submit the following to admin.vic@internationalaffairs.org.au quoting "Taiwan Study Tour" in the subject line:

- One-page cover letter stating how you meet the requirements of the role;
- Brief CV

Submission deadline is close of business on **25 March 2019**