

# We are Hiring!



**Position:** Associate Intern (AI)

**Posted:** November 2021

**Reports to:** Director, Malaysia

**Location:** Kuala Lumpur

**\*Non-Malaysian candidates must have the right to work in Malaysia**

*Are you an enthusiastic individual interested in gaining an experience working at an international organisation?*

*Interested in shaping the mindsets and behaviours of public, private, and civil sector leaders?*

*Seeking to work at the intersection of business, sustainability, and public policy with a dynamic company at the forefront of executive education?*

*Eager to learn more about sustainable and inclusive approaches to business model generation, strategy, and policymaking in Malaysia and across ASEAN?*

**The Global Institute For Tomorrow (GIFT)** is an independent pan-Asian think tank with offices in Hong Kong and Kuala Lumpur. Through our unconventional approach to executive education and advisory services, we advance a deeper understanding of the shift of influence from the West to Asia, the dynamic relationship between business, society and the state, and the reshaping of the rules of global capitalism. Our proprietary curriculum and learning methodology cultivate the leadership mindsets and behaviours required to redesign society in the 21st century. [www.global-inst.com](http://www.global-inst.com)

## Job Description

As an Associate Intern (AI) you will be responsible for supporting the programmes and sales team with the successful planning, design, execution, and continuous improvement of GIFT's open enrolment and customised executive education programmes. These may include in-person experiential courses, outcome driven workshops, blended-learning interventions, and 100% online programmes.

Your responsibility includes:

- Assist in activity planning, sequencing, and prioritising to ensure key milestones and objectives are met throughout the programme planning process
- Work in collaboration to produce high quality programme collaterals, and to develop socially impactful business projects in collaboration with clients, project partners and other stakeholders through research and writing
- Supporting logistics related to programme planning and delivery including enrolments, travel, accommodations, and venues
- Developing creative materials, i.e. social media imagery, infographics, etc. according to the guidelines provided
- Assisting and supporting in additional tasks as advised by the Management and/or Research Team

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## Intern Requirements:

- **A final year student or recent graduate** (students and graduates of all disciplines are welcomed to apply)
- **Eager to learn** and work across regional offices with different teams
- **Excellent verbal and written communication skills.** Fluency in English, Bahasa &/or Mandarin (fluency in other Asian languages is a plus)
- **Ability to multitask** and cope well under pressure whilst ensuring quality of deliverables are not compromised
- **Interpersonal skills**, including self-confidence, personal presence, relationship management and the ability to collaborate well as part of a team
- **Communication skills** to be able to convey messages clearly to internal and external stakeholders
- **Problem-solving** to gather information and then propose the best solution for GIFT and its stakeholders
- **Time management** to achieve agreed deadlines and meet key milestones throughout the programme lifecycle
- **Active listening** to connect with team members, manage expectations of key stakeholders
- **Technologically savvy** hands-on experience with all Microsoft 365 applications; familiarity with online education and collaborative tools such as Slack, and video conferencing and editing platforms is a plus

## Benefits of the Role

- A fulfilling and insightful experience within a dynamic, purpose-driven company that asks you to think, discover, learn, and grow, with truly regional focus and exposure
- Constructive, stimulating, and fun work environment that emphasises new ideas and personal initiative
- Opportunity to work on meaningful sustainable business projects with far-reaching social impact

To apply, please send your **CV and a covering letter** to [vnair@global-inst.com](mailto:vnair@global-inst.com)

All information provided will be used for recruitment purposes only.  
Only shortlisted candidates will be notified.