



Terms of Reference:

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

The European Association for Business and Commerce (EABC) is located in Bangkok and funded by the European Union (EU). 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. EABC is run by a Consortium of European Chambers of Commerce in Thailand, European organisations and led by the German-Thai Chamber of Commerce (GTCC) as the Beneficiary to the European Union Grant Contract for EABC.

The European Association for Business and Commerce (EABC) is seeking an intern with responsibility in the area of policy and regulatory research in support of the functioning of EABC Advocacy Working Groups. The candidate will take part of policy and regulatory development relating to European businesses in Thailand. S/he will also be involved in the development of the European business position paper and EABC continuous dialogues with Thai and European authorities.

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 2-4 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 January 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 policy@eabc-thailand.eu, as soon as possible but **latest by 1 December 2016**

For more information please contact:
European Association for Business and Commerce (EABC)
Email policy@eabc-thailand.eu
25th Floor, Empire Tower 3
1 South Sathorn Road, Yannawa, Sathorn
Bangkok 10120
Website: www.eabc-thailand.eu