

Document Title	Job Description
Document Number	Effective Date 30 May 2024

Job Title : Project Assistant (Intern)		DEPARTMENT: Project Management Unit
REPORTING TO: Director, PMU		
MIMNIMUM QUALIFICATION		
EDUCATION / TRAINING REQUIREMENT	WORK EXPERIENCE REQUIREMENT	
<ul style="list-style-type: none"> • Currently in the final year, or recently graduated, from university with a major in International Relations, Public Policy, Development, Economics and/or other relevant discipline • Working in an office environment • Experience with editing of documents, data entry and cleaning and management of databases. 	<p>Critical Competencies:</p> <ul style="list-style-type: none"> • Must have attention to detail, be able to apply good judgement and learn on the job, work with minimum supervision • Ability to multitask, to work independently and proactively when required, and be a team player <p>Skillset:</p> <ul style="list-style-type: none"> • Proficiency with MS suite including Word, Excel, Windows 11 and the Internet (browser navigation on Chrome and Edge) • Familiarity with SharePoint would be valued but not required • Fluent in English, both spoken and written 	
<p>RESPONSIBLE FOR assisting the Project Management Unit (PMU) on a range of projects focused on content refinement, data management and manipulation. A key deliverable will be the preparation, implementation and consolidation of the Longer-Term Evaluation of APEC Projects (LTEAP) survey, which assesses the longer-term impacts of APEC projects on all 21-member economies.</p> <p>The PMU facilitates the delivery of capacity building projects in APEC economies which supports the implementation and realisation of strategic APEC policies. APEC projects translate into actions and outcomes, the high-level policy objectives set by Ministers and Leaders in APEC. The Project Assistant (Intern) will assist with:</p> <ol style="list-style-type: none"> preparation of the Longer-Term Evaluation of APEC Projects (LTEAP) Report through data extraction, consolidation and cleaning, as well as other editing and drafting tasks; updating the Power BI Dataset on APEC projects, through data collection and editing, for reporting purposes; the revision and editing of Project Masterlists; and revision and editing of Project Proposals on the APEC Project Administration System (APAS). <p>S/he will also assist the APEC Secretariat with implementing its data privacy policy in relation to protection of personal information. The PMU will be responsible for mentoring the Project Assistant (Intern) to prepare for and complete tasks, and shall provide day to day supervision.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none"> • Data extraction, consolidation and cleaning for the LTEAP Report; • Data collection and editing to update the Power BI Dataset; • Revision of Project Proposals from Project Session 2, 2023, on APAS; • Revision of the Project Masterlists for years 2018 to 2022; and • Removal of personal data from the APEC Project Database 		

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Principal Responsibilities:

A. Assist with the Longer-Term Evaluation for APEC Projects (LTEAP) Report including the tasks as follows:

- Extract attendance lists from completed projects and perform data cleaning
- Compile/create list of projects, Project Overseers and participants into designated folders
- Organise list of projects based on Project Completion Dates
- Create project weblinks and collectors on Survey Monkey
- Conduct follow ups with unresponsive participants, i.e. via email correspondence and/or Survey Monkey
- Consolidate and clean data after the survey closes

B. Assist with data collection for Gender from Project Proposals, Extensions and Withdrawals to feed in the Power BI Dataset

C. Assist with data entry and/or data removal (i.e. publicly accessible records containing personal information) in the Project Database;

D. Assist with consolidating edits required in the Project Proposals of Project Session 2, 2023, in the APEC Project Administration System (APAS)

E. Assist with development of the Project Masterlists

F. Assist with other data extraction and consolidation for reporting and other tasks required by PMU

Sketch of reporting relationships:

Org Chart:

Your Manager/Supervisor	Director, PMU
Direct Reports	Nil
Indirect Reports	Nil
Key Peers	IT Portal Manager, ITU Project Coordinator, PMU Project Specialist, PMU Project Governance Manager, PMU Senior Manager, PMU

AUTHORISED TO

Nil.