

HUMANITARIAN AFFAIRS
PRESENTS



THE GLOBAL INTERNSHIP
FOR CHANGEMAKERS

TRANSFORMING LIVES

HumanitarianAffairs.org



HUMANITARIAN AFFAIRS ASIA

Humanitarian Affairs symbolises the global quest to nurture young people to participate effusively as leaders in the global sphere.

Young people are capable of and need to play a key role in building a better world as global leaders. But while the youth are concerned about universal issues, such as Climate Change and Peace-Building, most do not know how they can make a positive difference. This is where Humanitarian Affairs Global Internship Placement for Changemakers comes into the picture.

We believe in providing an avenue for young people to Lead the Change and to tackle global challenges by getting them involved.

Humanitarian Affairs Asia is a global movement that empower young people to champion societal change.



HUMANITARIAN AFFAIRS ASIA

FOREWORD



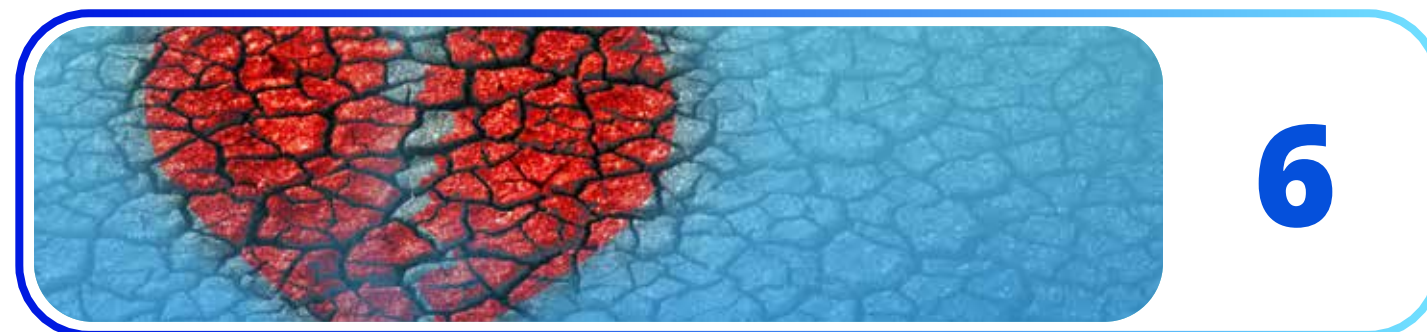
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Foreward

I was a helpless spectator when the twin towers collapsed like a stack of cards in 2001.



Was it a dream? How could this happen?
My mind was numb; I was in shock.



A while earlier, I was in a cab on my way to attend a meeting at the United Nations Headquarters in New York. And now I found myself surrounded by firefighters, police officers and emergency workers. My immediate response was to volunteer to assist the rescue workers at the command centre on ground zero. In my diary, I recounted running through thick smoke and limping back to the hotel later that night after spending 14 hours doing what I could to help.

Twenty years have passed, yet the memory of that heart-wrenching day on September 11, 2001, was etched in my mind forever. Witnessing an atrocity of this magnitude definitely would change one's life forever.

That's how the seed of Humanitarian Affairs was first planted in my heart. Humanitarian Affairs was founded to help young people around the world to be champions of social change. No one is too young or inexperienced to make a difference in the world. What one lacks is the courage and zeal to make things happen.

I hope that this Inspirational Guide for Global Changemakers, "**Transforming Lives**" will challenge you to have the courage to seek Life's Purpose, to Inspire Engagement, Reshape the World, and to Transform Lives.

Kim Solomon
Founder and Secretary-General



“The best way to conquer fear is to confront fear.
Do not let fear take root in your life,
to hinder your progress and to deprive you
of living life to its fullest.”

Kim Solomon
Founder and Secretary-General



TRANSFORMING LIVES

Transforming Lives

You want to do your part in realising a better future.
You want to build a sustainable and inclusive society.
You want to be part of a humane world.
You want to be part of something greater than yourself.
You want to find purpose and inspire engagement.
You want to reshape the world.

YOU WANT TO TRANSFORM THE WORLD.

The Global Internship Placement is where you start.

The thought of working for an organisation can be intimidating. The thought of travelling to a different world can be almost crippling for those who have never set foot outside the town or city they live in.

Imagine combining these two requirements for an internship overseas, and it is normal for young people to be overwhelmed by fear and doubts. However, frightening as it may be, an internship in a foreign country has many benefits to enlarge your vision and to grow in maturity and resilience.



At Humanitarian Affairs Asia, we believe that when young people are provided with the right tools, knowledge, and network, they stand an excellent chance to champion positive societal change.



BEST INTERN
EXPERIENCE

THE GLOBAL INTERNSHIP
FOR CHANGEMAKERS

TRANSFORMING LIVES



SECTION 1

Think Global

Beyond the academic setting of the classroom, many young people are looking to complement their learning by applying transferable skills to practical situations. Doing an internship is a great way to “learn by doing,” according to the Council for the Advancement of Standards in Higher Education. An internship provides exposure to real-life scenarios and is an avenue for the intern to explore his / her career interests while building his / her CV.

Internships open our eyes both to the vast global opportunities as well as enable us to examine our motives and passions and what it means to bring sustainable changes to the world around us.

Given the interconnectivity of global relations and development, it is no surprise that international internships are in high demand. With the rise in demand for top-class international internships, Humanitarian Affairs Asia offers Career Acceleration Programs tailored to help participants accomplish and develop essential skills during the period of internship.

Educational institutions are exploring a partnership with Humanitarian Affairs Asia to assist their students seeking an international internship experience. Universities realise that their students need to develop resilience and essential skills in order to be employment-ready.

An international internship experience will lead to cross-cultural awareness, greater tolerance for ambiguity, and an open mindset to initiate change. According to a study conducted by the University of California, 97% of students undertaking internships abroad found employment within 6 months of graduation, compared to 49% of college graduates who interns in local companies.

Given the unique experience through the Humanitarian Affairs Asia Global Internship Program, our interns clearly stand out from their peers.

THINK GLOBAL

The Humanitarian Affairs Asia Global Internship provides an avenue for young people working for a cause. Through first-hand work experience, interns:

- 1 Learn more about themselves and develop their strengths
- 2 Benefit from tailored supervision and develop their professional network
- 3 Effectively prepare for transition into a future career path of their interest

Based in Bangkok, the capital of Thailand, is also an exciting prospect. Bangkok is a melting pot of diverse cultures, and interns can even hone their language skills and industry awareness in the heart of Southeast Asia.

Now that you know how an international internship can benefit you, are you ready for this dynamic life-transforming experience?





TAKE THE FIRST STEP



SECTION 2 Take the First Step

Applying for an international internship with Humanitarian Affairs Asia Global Internship Placement for changemakers may seem daunting at first. Martin Luther King Jr. said



“Most times, the way isn’t clear, but you want to start anyway. It is in starting with the first step that other steps become clearer.”



Taking the first step involves an honest assessment of your abilities – what have you done that demonstrate you are a strong candidate for a Humanitarian Affairs internship?

Do you have the following required qualities?

ENTHUSIASM

Enthusiasm, a ‘can-do’ attitude, is evidence that the applicant will be proactive, mature, independent, and self-sufficient. What are some past experiences which demonstrate these values?

PROFESSIONALISM

What do you know about the mission of Humanitarian Affairs Asia? Which of our work challenge and attract you? Do prior research, know the work and see how it will contribute to your future career goals. Take note also of the application requirements and ensure that your correspondence is formal and send your CV in the requested format.

The Humanitarian Affairs Asia Global Internship Program is challenging and demanding. But it will enlarge your worldview and allow you to work with a dynamic and international team in a practical and professional setting.

Most importantly, treat the application process as an opportunity to discover more about yourself. Be prepared to the best of your ability but don’t forget to enjoy the process also!

DEMONSTRATE INTEREST

Crafting a compelling narrative of your past experiences will help you trace the dots through your journey and allows the organisation to get an overall idea of your interests. Relate your experiences and quantify your achievements!

Failing to plan is planning to fail. Now that you have decided to take the first step to apply for the international internship, ask yourself a few questions.

What do you want to achieve in your internship?

.....

What can you do now that you may be a strong candidate?

.....

How can you best prepare for the potential challenges that may arise?





FIND THE RIGHT INTERNSHIP



SECTION 3

Find the Right Internship

Not all internships are suitable for you. Finding the right international internship will benefit both you and the host organisation: you will be able to utilise your skills, and the organisation will benefit from your contributions as an intern.

Before commencing your search, narrow down your choices by asking some filter questions:

What country/region do you want to work in?

.....

What industry / work are you interested in?

.....

Is there a specific cause you are passionate about?

Once you have considered practical questions and identified your interests, search engines such as Google, LinkedIn, and even country-specific internship websites to look for advertisements of suitable opportunities.

Staying focused and clear of what you want is half the battle won but sometimes it may be helpful to broaden your choices. For example, if a particular industry doesn't scream 'yes!' but is more of a 'maybe,' do not write it off completely. Who knows, you might discover a new interest or gifting that you wouldn't have realized otherwise.

As a youth, it is definitely a boon if an international internship will allow you to champion causes close to your heart.

Also, be creative in your internship search process! Ask seniors who have interned abroad before for any tips, and brush up your LinkedIn profile to remain open to job opportunities from recruiters.

Many of us are idealistic and want to change the world but are unsure of where to begin. It is a boon if an international internship will allow you to champion causes close to your heart.

The Humanitarian Affairs Asia Global Internship Program for Changemakers is an excellent way to see the world and contribute to a meaningful cause for an extended period.

Information about what Humanitarian Affairs Asia does can be found on online channels and social media platforms so that young people can stay updated about issues directly affecting them.





SECTION 4

Make the Most of it

You know the value of an international internship. You know you are ready for it. You have found the internship that is right for you. Now, how can you maximize your internship learning experience for your future self?

A Humanitarian Affairs Asia Global Internship encourages young people to have realistic expectations about the work placement and to adopt the roles of both learner and contributor to the host organisation.

To gain the most out of the internship, you need to think about the issues that matters to you and see your work experiences within the broader context of global development. By doing so, you will enhance your experience, accomplish what you set out to do and succeed in the projects given to you.

Here are four basic principles which can help equip and enable you to gain the most out of your internship learning each day.

MAKE THE MOST OF IT

REFLECT ON YOUR MOTIVATIONS & EXPECTATIONS

Your decision to serve the organisation requires a thorough consideration of your motivations to go overseas for work experience.

Motivations can significantly shape your expectations for the work placement, and thus affect your experience. Therefore, reflecting on your motivations is a critical part of your preparation for the internship.

At Humanitarian Affairs Asia, we believe that careful consideration of what you expect to achieve in your work placement and being realistic is the best self-preparation to working and living with other like-minded international interns.

You may feel frustrated at how little one can achieve because of relationship problems. However, an essential aspect of collaborative working and living with others is to be able to forge harmonious relationships and taking advantage of opportunities to learn about each other's cultures. Building good relationships with co-workers will involve showing empathy, kindness, patience and respect for one another.





Use the table below to help assess your motivations and expectations. Then, score yourself for each item on a scale of 0-10, with 0 meaning that the statement is in no way a reason for your reason to embark on the global internship experience and 10 meaning that it is a fundamental reason.

To See the World	☐	To Transform the World	☐
.....			
To Get Away from Living at Home / Work	☐	To Gain Relevant Professional Work Experience	☐
.....			
To Gain a New Knowledge	☐	Everyone Else is Doing it	☐
.....			
To Help People	☐	To Challenge Myself	☐
.....			
To Get Away from an Unhappy Relationship	☐	To Respond to a Religious Motivation	☐
.....			
To Add Something Different to my CV	☐	To Broaden my Mind	☐
.....			
To Contribute to Something Bigger than Myself	☐	To Pass on / Develop my Skills	☐
.....			
Last Chance to Explore the World Before Settling Down	☐	To Try Something Different and to Experience Different Cultures	☐

Respect Local Culture

Familiarising yourself with the culture in which you will be working will help you prepare for some of the cultural differences & challenges you may encounter in your placement.

Cultural Manners

Learning and following a few simple rules of Thai etiquette will not only prevent you from offending someone, it will endear you to the locals. In addition, observing and respecting local culture will certainly enhance your experience.

Thailand is well-known as the “Land of Smiles,” but the famous Thai smile has many meanings. Although Thai people are very forgiving of infractions, particularly, when committed by farang (foreigners), observing basic do’s, and don’ts will help you have a pleasant and enriching time in Thailand.





Local Food

Learn about Thai food and accustom yourself to changes in diet. Be mindful also of healthy eating.

There are many Thai dishes for you to choose, ranging from processed, greasy to fresh, spice-filled.

Traditional Thai food is relatively healthy, using natural and fresh ingredients paired with many spices, herbs, and vegetables.

Knowing what to order and how to order it can give you the upper hand in eating healthy Thai food.

Local Language

Trying to learn at least some of the local language is important as it will enable you to communicate with the locals. It will also help you to understand and appreciate their culture, making your experience richer.

You can learn Thai for free at Thai



TAKE CARE OF YOUR HEALTH, SAFETY AND WELLBEING

At Humanitarian Affairs Asia, we believe that the successful completion of the internship requires responsibility and discipline on the part of the intern. These are essential for the health, safety and wellbeing of the intern.

Ensure that you have proper medical coverage before going abroad for the work placement. Be aware of what your insurance covers and how to access assistance when needed.

Check that you receive all the vaccinations that are required before travelling to Thailand.

While the Host Organisation can provide you with guidance and advice, you should find for yourself the local health and security concerns and situation.

Importance of personal health can't be stressed enough. You are no good to anyone when you are sick for days. Making sure you rest well would certainly make you stronger and healthier. Make sure you have sufficient sleep and rest well especially during the weekend.

The only person responsible for your health is you and if you get sick, this does have a negative impact on you and others involved in the project.

Here are some tips on how to stay healthy while abroad.

Do your best to eat healthy while abroad – Bangkok offers a whole range of fresh, local, tropical and seasonal fruits that are usually affordable.

Take advantage of the local produce and foods, and try new things. Even if it's not "healthy," once in a while, a calorie-dense, sugary plate of dessert can give you the much-needed energy boost.

Find the balance between healthy food and unhealthy/processed food. Eat everything in moderation.

Unlike in many developed countries, water from the tap in Thailand is not drinkable.

You can safely brush your teeth with the water but stick to boiled or treated water for drinking.





BE PROFESSIONAL

As an intern, you will be very involved in the day-to-day life of your host organisation, and you need to be willing from the onset to assist in achieving the project's goals.

As the representative of your sending organisation, we will also need to be familiar with and in agreement with its aims and values.

Some may not realise that differences exist between the way things are done at the host organisation and what they are accustomed to at home. Therefore, respecting the expertise and experience of the staff members and accepting that things may be done differently are vital for a harmonious work experience.

Interns should bear in mind that organisational structures and management systems differ in different cultures. What works for one culture may not be suitable in another. It is vital to work according to the leadership style of the host organisation and, most importantly, to work as a team. Interns should not demand more than what is provided, interfere with the leadership style, or refuse to adhere to the rules and regulations of the organisation.

At Humanitarian Affairs Asia, we continuously emphasise the importance of approaching your work placement professionally to succeed and add value. This can be as simple as not turning up late, leaving early, showing disrespect to others, not respecting the office dress codes, being argumentative or critical, or behaving in ways that are detrimental to the organisation or putting it in poor light.

Having a professional attitude towards your placement and being committed from the beginning are critical. Be familiar also with the host organisation's procedures of raising concerns if anything arises during your placement.

While it is important to adhere to your role description, one essential aspect of being a good learner and contributor is the need to be flexible. There are situations where flexibility may be required of you. You may be asked to step in if there is no one available and suitable for a specific task. You need also to be able to adapt to changes because of a lack of resources, or to respond to changes in a project's goals and process.

WAYS YOU CAN MAKE AN IMPACT

- Readiness to give long-term commitment to the organisation.
- Patience to understand and to assimilate the development context and responses.
- An open mind and taking initiative to identify areas where you can make positive contributions.
- Cultural adaptability.
- Responsibility and discipline in planning your time and tasks.

Humanitarian Affairs Asia Global Internship Program for Changemakers need people who are:

-  **1. Effective Global Communicator**
We need people who can communicate effectively and intelligently with people worldwide and who have knowledge and skills in global communication.
-  **2. Driven**
We need people who continuously challenge themselves to achieve their goals to empower others. They are also not afraid of rejections and setbacks.
-  **3. Avid Learner**
We need people who have the humility and leadership qualities to add value through personal and professional development constantly. We believe we cannot give what we do not have.

When young people are provided with the right tools, knowledge, and network, they stand the greatest chance to champion positive societal change.





INSPIRE ENGAGEMENT



SECTION 5 Inspire Engagement

Challenging. Rewarding. Inspiring. These are what some of our global interns have said about their experiences and learnings at Humanitarian Affairs Asia.

Our Global Internship Program for Changemakers is our most sought-after program among the organisation's various youth empowerment programs.

Each year, the organisation receives more than 500 applicants from all over the world, of which only a handful of 12 to 15 young leaders are selected.

The program develops the essential life skills to succeed in the global world and enables our interns to gain competitive edge over their peers.

Our interns are tested in their Advocacy and Global Communication skills. They are often stretched in their resourcefulness and creativity to look for out-of-the-box solutions. Such challenges both empowered and developed the mental resilience of our interns to advance their Social Impact Global careers.

Here are some of the words from our interns.



"Unlike other internships, I was encouraged to expand my personal as well as professional development. I was assigned tasks that were challenging and allowed me to tap into my creative and critical thinking. At every opportunity, I had the support of dedicated mentoring and access to world-leading resources."

Kimberley Bates
Australia

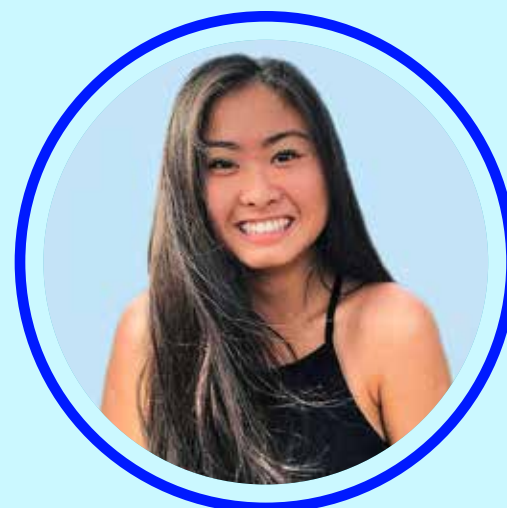
"My internship with Humanitarian Affairs Asia has been a life-changing experience. This internship was one of the most rewarding times of my life, which has taught me something far beyond my imagination. Not only did I understand more on professional work ethics; I have learnt more about effective communication skills, which certainly will help me in my future career."

Leafy Yang
China



"I feel deeply grateful and privileged to have been able to contribute to the Humanitarian Affairs mission. Going back to the moment when this opportunity came to me, I remember both the excitement and the courage required to overcome fears and uncertainties. In front of the mirror, I told myself: 'Leave the comfort zone, if you want to see a change in the world, do it yourself, don't wait for anyone or anything'."

Malena Marasco
Argentina



"Living overseas in Thailand was surreal, and I don't believe I would be where I am today if it weren't for it. Following my Humanitarian Affairs stint, I was brave enough to work in Quebec and Uganda, and are currently working for my country Privy Council."

My advice to future applicants is this: if you get the chance, take it. If it changes your life, let it. It would be challenging, but you'll come out of it stronger and more resilient. I still reminisce about my experience at Humanitarian Affairs and I'm certain that it's worth it."

Lillian Lu
Canada

My internship with Humanitarian Affairs Asia has been one of the most impactful times of my life. Still, I find myself lost in vivid recollections from the experience. The people, the work, the country; I have fond memories of all. Working for Humanitarian Affairs simply was for me, an experience I will never forget.

The internship was a deeply impressionable experience, which opened my eyes to realities I was previously unaware of; quite simply it molded the way I view the world. Humanitarian Affairs allowed me to grow and develop areas of myself that have proven translatable in many fields and disciplines since completing the internship. Specifically, the experience granted me an opportunity to develop exceptional professional skills, a diverse set of communicative skills, and experience in leadership.

Brennan Garcia
United States





I had a privilege to become an intern with Humanitarian Affairs Asia. I would like to share some of my insights from this experience. Some of you might already realised that there are some actions, steps in our lives which help us to definite who we really are and what we are doing in this world. I can say that one of the most amazing, life changing experiences in my life was the opportunity to work with the H.A family in Thailand. The internship placement has enabled me to realize my full potential and allow me to find my career path.

I am not saying that everything will be smooth sailing. Sometimes you are going to face with real life challenges. But it will definitely help you to grow up faster and wiser.

There is always something that we can do for the world. We all have power to change someone's life and make this world a better place. Believe in yourself, have courage to leave your comfort zone and watch how your life is changing. As I said from the beginning, joining Humanitarian Affairs changed so many things in my life and It can be your time now!

Aslihan Konez
Turkey



If someone would have told me that I was about to live the best experience of my life I would have laughed. But that was exactly what happened.

I was working in a company for three and a half years, at first official job, and I suddenly felt that I needed a radical change in my life. I wanted to do more for the people so I quit my job and found Humanitarian Affairs, which opened my eyes to a diverse world in need.

The internship was only a three-month experience but it was enough to allow me to experience joy, awareness, dedication and commitment. Humanitarian Affairs does not only do good for people in need but it teaches you how to be more prepared in life and in the business world.

I learned how to be more professional, acquired written and oral communication skills, and understood the meaning of "be kind but be fierce". This is our world and we are needed now more than ever before.

Humanitarian Affairs taught me the meaning of values, long-lasting experiences and wisdom. It also gave me many useful tools to light the flame within me, and to be the change I wanted to see in the world. I am a changemaker. A young, proactive and empowered young leader.

Natacha Bonnet
Spain

BE A PART OF THE MOVEMENT TO IMPACT LIVES



TOGETHER WE *Serve*

Humanitarian Affairs Asia
www.humanitarianaffairs.org