

Youth Development Internship

Lee Kuan Yew School of Public Policy – Executive Education

Lee Kuan Yew School of Public Policy

Since its inception in 2004, the Lee Kuan Yew School of Public Policy (LKY School) has flourished to become one of the world's most respected schools of public policy. As part of the National University of Singapore (NUS), the LKY School seeks to inspire changemakers, improve people's lives and take a central position in the conversation to transform Asia. In doing so, the School is committed to pursuing academic and intellectual excellence, and crafting lessons for meaningful public policy-making. Housed in the beautiful and lush Singapore Botanic Gardens, the School's campus includes four vibrant research centres. The research and in-depth case studies touch every aspect of public policy in Asia, from geopolitics, water management and urban planning, public housing and healthcare, and economic competitiveness, to education and the environment.

Executive Education

Lee Kuan Yew School of Public Policy (LKY School) Executive Education caters to the needs of time-constrained working professionals who wish to strengthen their managerial and technical knowledge and skills. We are committed to supporting the lifelong learning journey through a broad array of open-enrolment programmes at different stages of your career. Our flagship leadership programme, Senior Management Programme, continues to serve as a hallmark of LKY School Executive Education programmes.

EE Youth Development Internship

The Youth Development Internship is aimed at early talents who are eager to experience the world of public policy and international affairs. During this internship, you will gain insights into the public policy making process, engage with diverse portfolios, support executive programme administration, and interact with professionals from around the world. You will also have the opportunity to immerse yourself in our executive education programmes and contribute to meaningful projects, building practical skills and experiences that will benefit you as you graduate and launch your career in the future.

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Responsibilities and Job Scope

- Provide administrative and logistical support to ensure the smooth delivery of executive education programmes and projects.
- Assist with faculty and client liaison, programme coordination, assessments, post-programme feedback, and other ad hoc administrative tasks.
- Coordinate with external vendors to fulfill programme logistical requirements.
- Arrange client meetings as needed and prepare minutes and relevant documentation.
- Undertake additional projects and responsibilities as assigned by the Head of Department.

Requirements

- Current student OR fresh graduate from a post-secondary/pre-tertiary or tertiary education institution in Singapore
- Possess a keen interest in international affairs or public policy
- Able to commit for at least 3 months from April to Jul 2026, with the option to extend (please state period of availability)
- Able to work on full-time basis
- Detail-oriented with the ability to handle a variety of tasks and initiatives independently
- Possess strong communication and writing skills
- Possess strong analytical and research skills
- Demonstrate initiative with a keen learning attitude
- Be adaptable, flexible, and possess excellent problem-solving skills
- Must be based in Singapore
- Monthly allowance will be given

Interested applicants please apply through the following link or scan the QR code:

<https://forms.gle/186aApK9H9zJ72WZ9>

