



Internship

China Matters is a public policy initiative founded by Linda Jakobson, an internationally recognised China specialist. We aim to advance sound policy, based on a realistic and nuanced discussion of China among the Australian business community, government and the security establishment. Please see our website: chinamatters.org.au

China Matters is seeking part-time interns. This is an opportunity to gain first-hand experience in a small, dynamic team that is focused on challenging and emerging issues in Australia-China relations. Duties will include:

- Undertaking administrative tasks
- Assisting with events
- Conducting background research to support China Matters projects and events
- Other tasks as required

The internship will be 2-3 days per week for three months. Please note the internship is unpaid.

Commencement date: **1 October 2016.**

Key Selection Criteria:

- Tertiary studies in China/Asian studies, public policy, international business, international relations, security, or similar
- Demonstrated interest in Australia-China relations relating to international policy and/or business
- Research skills
- Good written and oral communication abilities in English
- Very strong attention to detail and time management skills
- A self-starter with the ability to work independently with minimal supervision and as part of a team
- Applicant must be based in Sydney for the duration of the internship. China Matters cannot assist with visa procurement.

Desirable:

- Mandarin reading skills
- Administrative and event management experience

To apply: Please submit a one page cover letter addressing the selection criteria and a resume of no more than two pages to chinamatters@chinamatters.org.au. Please include in the subject title of the email: Internship application, 'your family name'. Applications that fail to address the selection criteria will not be considered. Only candidates short-listed for an interview will be contacted.

Please submit your application on or before **1 September 2016.**

China Matters Ltd is registered under the Australian Charities and Not-for-profits Commission (ACNC).