

Human Capital & Administration (Talent Acquisition) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Business	Talent Acquisition Initiatives Assist in end-to-end talent acquisition process – preparing interview documents, facilitating interview process and following up with interview outcomes.	<ul style="list-style-type: none"> Exposure to talent acquisition and management processes from coordination, execution to evaluation 	<ul style="list-style-type: none"> Create and organize talent database Smooth running of leadership development programs Provide support for data consolidation and reports within targeted deadlines 	Proficient with MS Office, Excel and PowerPoint Good English proficiency and communication skills	1
	Talent Management Initiatives Involved in follow up activities for talent review and leadership development programs and manage talent database across 3 regions: Asia South, Asia North and Middle East	<ul style="list-style-type: none"> Exposure to employee event coordination with various stakeholders Build and establish rapport with Senior Management for recruitment needs 			
	Data Management Assist in the consolidation and reporting of data to stakeholders and Senior Management	<ul style="list-style-type: none"> Cultivate and hone data analysis skills Develop communication and management skills with key stakeholders 			
	Company Branding Efforts Participate in company branding efforts, such as networking sessions with universities and other stakeholders	<ul style="list-style-type: none"> Build and hone networking skills Promote business branding and reputation 			
	Other Ad Hoc Assignments/ Projects	<ul style="list-style-type: none"> Exposure to other HR related activities such as company celebration events and HR awards Hone communication, presentation and writing skills 			

Human Capital & Administration (Talent Management) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Business	<p>The summary of the project is to support the Talent Management team in the implementation of Learning & Development and Talent Management initiatives.</p> <ol style="list-style-type: none"> 1. Support end-to-end corporate learning programs facilitation and management – identifying training providers, communication, confirming nominations into training program, coordinating logistics, training evaluation & measuring learning impact. 2. Support the design and development of creative and engaging learning content for internal trainings 	<ol style="list-style-type: none"> 1. Exposure to learning management processes from communication, facilitation, execution to evaluation. 2. Exposure to developing training curriculum and contents. 3. Opportunities and experience in communication and collaboration with various stakeholders. 	<ol style="list-style-type: none"> 1. Smooth coordination and execution of training programs as per timeline. 2. Training records and training evaluations reported in graphical format. 	<ol style="list-style-type: none"> 1. Familiar with Microsoft Office, especially Excel and PowerPoint functions. 2. Good communication skills, especially in English. 	1

Human Capital & Administration (Total Rewards) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Business	Support Total Rewards Annual Core Activities	<ul style="list-style-type: none"> Support the Rewards specialist in running the following core activities: <ul style="list-style-type: none"> Annual Merit Increase Annual Variable Bonus Payout 	<ul style="list-style-type: none"> Drafting of Manager / Employee communication plans Support data validation /mapping activities 	Familiarity with MS Office, Excel and PowerPoint in particular Good English Language proficiency and communication skills	1
	Support Total Rewards Communication Plans	<ul style="list-style-type: none"> Presentation deck design principles / story telling with different audiences 	<ul style="list-style-type: none"> Drafting of rewards communication deck to various stakeholders: <ul style="list-style-type: none"> Executive Team HR Managers Employees 		
	Job Depository System Set-up	<ul style="list-style-type: none"> Understand job structure/framework, its linkage to rewards system and how it supports organizational management Design and plan way of communication to guide stakeholders on ongoing system maintenance Assist the selection of suitable platform/ technology to enhance the user experience while minimize the maintenance effort 	<ul style="list-style-type: none"> Set-up JD library, ensure smooth transition to HR operations team for onward maintenance Process chart design and draft communication with stakeholders Support platform/technology deployment 		
	Job Titles System (JTS) Implementation	<ul style="list-style-type: none"> Learn the essentials about JTS and how it brings HR eco system changes, e.g., manpower planning, career development, organization design, competency assessment and development Support JTS implementation across functions, e.g., reporting, configuration, discrepancy validation of data integrity. 	<ul style="list-style-type: none"> Support the JTS product development, communication and implementation across functions 		

Human Capital & Administration (Total Rewards) – 6 Months (CON'T)

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Business	Attend Regular Internal Trainings on Borouge Business Management / Leadership Programs	<ul style="list-style-type: none"> Understand leadership and talent management strategies in business environment through Borouge internal trainings 	<ul style="list-style-type: none"> Present learning outcomes at the end of internship 		
	Total Rewards Market Benchmarking Activity	<ul style="list-style-type: none"> Understand how Borouge jobs are benchmarked to market Participate in rewards program design activities 	<ul style="list-style-type: none"> Through hands-on practices, understand benchmarking of jobs and how the results are linking to Borouge internal program designs 		

Human Capital & Administration (Business Partner) - 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, i.e., Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Business	Human Capital & Administration (Business Partner)	<ul style="list-style-type: none"> Understand Business Partner (BP) key roles & responsibilities Familiarize with BP tasks Learn, Prepare, Organize, Consolidate & Manage presentation slides, minutes of meetings, AON systems & survey 	<ul style="list-style-type: none"> Arrange Representative offices (Indonesia, Thailand & Vietnam) & India visits/calls including scheduling meetings & minutes taking Assist HRBP with updating and maintaining AP job description database through administrative functions (e.g., saving files, planning of meetings, etc.) Support HR Award participations through coordination and follow up administrative actions Support/update HRBP Talking Series (fundamental & application decks) Coordination & Arrangement of Employee Dialogue/Communication sessions and Exit Interviews Arrange Quarterly HRBP Talking Series communication sessions and Regional HRBP bi- weekly/monthly Meetings, including minutes of meetings & follow up action if any Construct and improve on an Employee Engagement Survey functional action plan database through review of the process Quarterly Employee Engagement Action plan follow up with Asia South functions including reporting, arranging of meetings and follow up actions Support Time Attendance System through administrative functions (e.g., slide decks, planning of meetings, etc.) Support HRBP Cases, Monthly HRBP Balance Score card reporting & KPI tracking through compiling information from different functions, arranging meetings and follow up actions. Support COVID-19 employee attendance reporting, call tree, contact details, WFH, WIO, etc. Undertake special and ad-hoc HR Projects as and when required 	<ul style="list-style-type: none"> Microsoft Office Analytical Meticulous 	1

Human Capital & Administration (Strategy & Excellence) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Any Discipline	<ol style="list-style-type: none"> 1. Engage with HC&A Leaders to conceptualize HR&C strategic. 2. Consolidate BSC status updates for progress evaluation. 3. Handle the budgeting process and manage fixed cost to be within top-down budget. 4. Maintain and communication Manpower and Organization 5. Control procedures. 6. Build and maintain organization structures, positions, cost centers, relationship information in SAP. 7. Provide headcount related information and consolidate inputs for HC&A dashboard. 8. Manage the Employee Engagement Survey process (procurement, planning, communication, reporting & etc.). 9. Any other ad-hoc projects. 		<ol style="list-style-type: none"> 1. Strategy Plan 2. Balanced Scorecard 3. Budget 4. Manpower 5. Organization Structure 6. Dashboard 7. Employee Engagement Survey 8. Other ad-hoc projects 	Human Resource & Finance	1

Human Capital & Administration (Competency Development) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Business	<p>The summary of the project is to support the Competency Development team in the development of Competency Management System (CMS)</p> <ol style="list-style-type: none"> 1. Support the design and development of the Competency Management System - engaging stakeholders with all business functions across regions to define systems contents and requirements 2. Support end-to-end admin facilitation and management – identifying subject matter experts, forming competency council, setting out committee charter, guidelines, communication channels, completion milestones etc. 	<ol style="list-style-type: none"> 1. Exposure to competency development processes from communication, facilitation, execution to evaluation. 2. Exposure to developing competency road mapping processes, training curriculum and contents. 3. Opportunities and experience in communication and collaboration with various stakeholders. 	<ol style="list-style-type: none"> 1. Smooth coordination and execution of milestones as per timeline. 2. Completion records, documentation and evaluations reported in graphical format. 	<ol style="list-style-type: none"> 1. Familiar with Microsoft Office, especially Excel and PowerPoint functions. 2. Good communication skills, especially in English. 	1

Human Capital & Administration (Regional Human Resource Asia South) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Human Resource	Human Capital & Administration	<ul style="list-style-type: none"> ▪ Understand fundamental HR operation knowledge ▪ Familiarize with HR processes ▪ Manage employee records system ▪ Learn SAP system and involve in ONERP project ▪ Prepare and consolidate presentation slides ▪ Generate and consolidate HR reports ▪ Organize HC&A meetings and track KPIs 	<ol style="list-style-type: none"> 1. Support in all ONERP related project and training requirements and tasks for ER as per project plan and timeline. 2. Participate in Process Improvement for the team and provide support on workflows and procedure reviews and preparation. 3. Support daily HR operation and any other ad-hoc HR activities and projects. 	<ol style="list-style-type: none"> 1. Strong in MS Excel, Words and PPT 2. Analytical 3. Detailed and Meticulous 4. Systematic and process driven 5. Team Player 6. Good interpersonal skills 7. Proactive and takes initiative 	2

Human Capital & Administration (Global Travel Management System Implementation & General Services) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Any Discipline	<p><u>Travel Management & Digitalization Project</u></p> <ul style="list-style-type: none"> - Assist the project team in the managing the procurement process in the selection of vendors. - Create and update the assign tasks. Detail progress tasks such as level of completion by % - Consolidate data from HR; review content & report on misalignment in data - Collaborate with key stakeholders such as Finance and HC&A team across the regions and facilitate training <p><u>Mobile Usage Improvement</u></p> <ul style="list-style-type: none"> - Detect overcharge & Spending habit that is out of the range - Analyze and propose Corporate Mobile usage & cost effectiveness - Propose guidelines to better curb spending behavior <p><u>Facility Management Enhancement</u></p> <ul style="list-style-type: none"> - Study and propose feasibility on Centralize operational control across Asia South - Review the current facility Management setting and provide proposal. 	<p>The summary of the project is to support the Admin Team in:</p> <ol style="list-style-type: none"> 1. Understand how HR data impact the process flow and integrations with external vendors 2. Contribute to proposal and project assignment 3. Demonstrate excellent time management skills in coordination and gathering of details for further analysis 4. Develop business proposal on areas of improvement 	<p><u>Supporting Role</u></p> <ol style="list-style-type: none"> 1. Aid in developing business proposal for engagement of Office Improvement Project 2. Analyze on and provide proposal that fit organization needs 	<ol style="list-style-type: none"> 1. Familiar with Microsoft Office especially Excel and PowerPoint 2. Good communication skills. Priority: Proficiency in English Preferred: Mandarin as 2nd language 3. Meticulous and able to identify gaps 	2

Finance (Accounting Asia South) - 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie. Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Accountancy / Business	<ol style="list-style-type: none"> 1. Assist in year-end audit matters 2. Assist in financial statements preparations 3. Assist in BW P&L report 4. Assist with general ledger month end closing activities 5. Update of procedures for ONERP 	<ol style="list-style-type: none"> 1. Apply accounting knowledge to real life financial statements 2. Gain knowledge on project management 3. Gain knowledge on general ledger process cycle 	<ol style="list-style-type: none"> 1. On time financial reporting 2. Accurate financial report 3. Completion on the BW report project 4. Procedures update. 	MS Office Excel IFRS / FRS	1

Global Communication (Regional Communications) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Communications/ Marketing/ Business	<ul style="list-style-type: none"> • Perform communication coordination and overall support • To develop Marketing / Communication videos that promote Borouge's reputation and brand 	<ul style="list-style-type: none"> • Understanding of the polyolefin industry and Borouge business • Stakeholder management • Cross-regional project implementation • Event management and support • Website development 	<ul style="list-style-type: none"> • Updated communication content • Support development of new company website 	<ul style="list-style-type: none"> • Writing and editorial skills • Video production and editing 	1

Marketing & Innovation (Packaging & Circular Economy) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie. Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Economics/ Business	<ol style="list-style-type: none"> 1. Support with data collection, analysis and organization of information relating to key competitors and import data to build a comprehensive database 2. Support general MC Energy Database maintenance and enhancement 3. Theme based project work 	<ol style="list-style-type: none"> 1. Gain understanding on the MC Energy market on a region and global level 2. Gain hands on experience on market analysis 3. Acquire database management skills 	<ol style="list-style-type: none"> 1. A market size database in Excel format. 2. Market and Industry report in PowerPoint format 3. Market Intelligence for Capacitor Film Projects 	<ol style="list-style-type: none"> 1. MS PowerPoint, Excel and word 2. Good inter-personal skill, with attention to details 3. Willingness to learn 	1

Corporate Governance (Ethics, Compliance & Risk) – 6 Months

Preferred Student Discipline(s)	Project Descriptions			Special Skills / Background Required	No of Student(s) Required
	Main Project Tasks / Job Descriptions <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie. Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Accountancy/ Audit/ Business	<u>Third Party Oversight Framework</u> To participate in the Third-Party Oversight Program and: 1. Assist to review results of due diligence screening with the team and undertake steps required for resolution 2. Assist to prepare PowerPoint slides for due diligence results to Management 3. Assist in implementation of third-party framework and relevant policies and procedures	1. Learn the essential knowledge of a Third-Party Oversight Program as part of compliance scope of work 2. Experience in preparing PowerPoint slides to Management 3. Exposure in implementation of policies and procedures	1. Documentation for e.g., memos detailing conclusion of internal review on due diligence screenings 2. Assist in preparation of due diligence results review in PowerPoint Management	1. Awareness of third-party oversight programs 2. Familiar with MS Office esp. Excel & PowerPoint 3. Business writing and good communication skills 4. communication skills	2
	<u>Internal Control Framework</u> To support the Compliance Team in the Internal control framework, in the areas of: 1. Update and refresh of Compliance Risk Universe 2. Assist in at least 1 specific area of compliance risks functions follow-up (risk assessment and documentation)	1. Exposure to the Internal control framework process and compliance risks of a chemical company	1. Assist in preparation of an internal control framework – controls self-assessment 2. Draft report on the findings of the follow-up review	1. Awareness of internal control systems and processes such as Compliance Framework 2. Familiar with MS Office esp. Excel & PowerPoint 3. Business writing and good Communication skills	

Corporate Governance (Ethics, Compliance & Risk) – 6 Months (CON'T)

Preferred Student Discipline(s)	Project Descriptions			Special Skills/ Background Required	No of Student(s) Required
	Main Project Tasks / Job Description <i>(What are the major tasks that the intern will be expected to perform)</i>	Learning Objectives <i>(What will the intern gain at the end of internship, ie. Knowledge, skills)</i>	Project Deliverables <i>(What are the items that the students need to deliver at the end of the attachment?)</i>		
Accountancy/ Audit/ Business	<u>Administrative Matters</u> To support the Compliance Team in the following areas: 1. Act as a Document Controller by maintaining up to date policies and procedures in ADMS. Update of business control models in ARIS as required 2. Act as a co-Administrator for Learning Management System (LMS), reports and follow-up on completion status. 3. Draft business letters and responses to other Functions related to compliance matters	1. Exposure to systems for managing policies/ procedures and business control models 2. Experience in managing a Learning Management System 3. Put to practice business writing skills into an organization	1. Updated policies/ procedures in ADMS and ARIS business models 2. Follow-up LMS status reports 3. Communication letters to other Functions/ Business Partners	1. Knowledge of information systems 2. Familiar with MS Office esp. Excel & PowerPoint 3. Business writing and good communication skills	2