




Inter-Governmental International Organization
COLOMBO PLAN STAFF COLLEGE
for Human Resources Development in Asia and the Pacific Region
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SC2014/335/ODG-HR

May 27, 2014

Shri Dalip Kapur
Deputy Secretary (T)
Department of Higher Education
Ministry of Human Resource Development
Shastri Bhawan, New Delhi, India
Email: dalip.kapur@nic.in

Subject: CPSC Professional Internship Program for International Experience (PIPIE) Announcement

Dear Shri Dalip Kapur,

Greetings from the Colombo Plan Staff College for Technician Education (CPSC)!

We are pleased to announce that CPSC is inviting young qualified professionals from CPSC member countries who are interested to deepen their involvement in academic and administrative development work under the CPSC Professional Internship Program for International Experience.

The program mainly seeks to provide opportunity for your professionals to increase understanding of the relevant and emerging issues in Technical and Vocational Educational and Training (TVET) in their country and/or at the regional level through knowledge sharing, and research-based project. In addition, it seeks to allow gaining practical work experience related to the young professional's academic background and gain exposure to multicultural environment and working in an inter-governmental organization.

In this context, CPSC opens its doors to prospective young professionals from CPSC member countries. Preference will be given to individuals who possess desirable qualifications in relevant TVET fields.

In this regard, CPSC wishes to request your good self as Liaison Officer of CPSC in your country to kindly disseminate this information to achieve greater interest and participation among your professionals. We have attached background document pertinent to the above announcement for your kind reference. The announcement, qualification requirements, application guidelines and application form are provided in the CPSC website: <http://www.cpsctech.org> which may be referred to prospective individuals who are interested to apply.

You may please note in the attached document, CPSC will start screening PIPIE applications by 31 May 2014 and will continue until we fill in all four (4) slots for internship. CPSC

prescribes that applications be forwarded by the applicants directly to CPSC, beginning May 31, 2014 with necessary attachments.

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Thank you very much for your assistance in disseminating this information and for your continued cooperation. We look forward to having more opportunities to contribute to building academic capabilities and deepening research culture through the PIPIE.

Sincerely Yours,



Dr. Mohammad Naim Yaakub
Director General, CPSC



Shared Vision 2018

*The lead HRD Intergovernmental organization
for sustainable TVET that is inclusive, responsive
and innovative to address global changes.*

ANNOUNCEMENT FOR FOUR (4) PROFESSIONAL INTERNS

The Colombo Plan Staff College for Technician Education (CPSC) opens its doors to young professionals, male or female, who wish to join the CPSC Professional Internship Program for International Experience (PIPIE) for a period of six (6) months or one (1) year starting **July 2014**

CPSC is an inter-governmental human resources development organization mandated to assist in the improvement of technical and vocational education and training (TVET) systems of its member countries in Asia and the Pacific region through training, research, consultancy and information service. The active member countries of CPSC are: Afghanistan, Bangladesh, Bhutan, Fiji, India, Republic of Korea, Malaysia, Maldives, Mongolia, Union of Myanmar, Nepal, Islamic Republic of Pakistan, Papua New Guinea, the Philippines, Singapore, Sri Lanka and Thailand.

The concept of PIPIE was formulated and developed in 2004 mainly to: appreciate and develop awareness on CPSC's multi-cultural environment as an inter-governmental international organization; provide opportunity for young professionals to apply and relate principles, concepts and methods learned in their respective areas of studies; provide platform for acquiring practical work experience related to their academic background or future work in the field/s related to CPSC thrust areas; and increase the understanding of interns on relevant and emerging issues in TVET in their country and/or at Asia Pacific regional level through programs, knowledge sharing and research-based project/s.

A PIPIE applicant must be a citizen of any of the CPSC member countries, at least a Bachelor's degree holder and a graduate from a reputable university, preferably with specialization on any of the following fields: technical and vocational education and training (TVET), information communication technology (ICT) or related fields, management, technology education, social science or allied areas, or with Diploma in Engineering/Technology with at least 3 years or equivalent of professional experience in industry and/or TVET institution.

He/she must be between 30 to 40 years old, proficient in the English language (basic speaking and writing skills), computer literate, open to learning and with the ability to work in a multi-cultural environment.

A monthly allowance of US\$250, meals, accommodation in the CPSC hostel and other services (subject to availability of facilities) will be provided by CPSC. Cost of travel-related expenses, such as return airfare, visa application fee (9E Multiple entry), passport, travel insurance and medical certificate/insurance will have to be borne by the interns. (PIPIE Policy is attached for more detailed information).

Interested applicants may apply using the prescribed application form with photo (downloadable from CPSC website: <http://www.cpsctech.org>) with complete curriculum vitae; transcript of records and certificates of academic degrees (including certification for eligible graduating applicants); recommendation letter by the highest official of the institution where he/she is currently connected and/or by the supervising professor/immediate supervisor; and certificates of employments to:

The Director General (Re: Intern)
Colombo Plan Staff College for Technician Education
Building Block C, Department of Education Complex
Meralco Avenue, Pasig City 1600, Philippines
Fax: +63 2 631 0996 or 633 8425
E-mail: cpssc@cpsctech.org

Screening of Applications will start on May 31, 2014 and will continue until a suitable candidate has been found

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APPLICATION GUIDELINES

I. Application and Submission Guidelines

1. Interested applicants must complete the **APPLICATION FORM** which may be downloaded from **<http://www.cpsctech.org/careers/job-vacancies>**

1.1 HRM Form A06 (Application Form for PIPIE Intern)

2. Submission of application must follow a prescribed process and applicants must be guided by the information below:

2.1 Applicant should complete the prescribed application form ensuring that all information are provided as sought in the form.

2.2 Applicants are requested to send the prescribed *Application Form* to CPSC with the following document requirements:

- a. *Covering letter expressing intent to apply;*
 - b. *Certificates/Diploma of Bachelor, Master degree from university or college (including certification for eligible graduating applicants)*
 - c. *Recommendation letter by the (1) Supervising Professor/Immediate Supervisor; and Eminent Expert.*
 - d. *Copy of Professional Licenses, Certificates of Skills/Relevant Training (if any)*
 - e. *Ensure that the certified true copies of the above documents be sent as an attachment by email*
 - f. *Medical certification indicating fitness for overseas assignment.*
3. **Applications may be sent in advance by e-mail (in PDF format only) while all printed and certified copies of documents and attachments must be sent by courier or post directly to:**

THE DIRECTOR GENERAL

(Ref: PIPIE Application)

Colombo Plan Staff College for Technician Education (CPSC)

Building Blk C. Department of Education Complex,

Meralco Avenue, Pasig City 1600 PHILIPPINES

Tel: +63 2 631 0991 | Fax: +63 2 633 8425

E-mail: cpssc@cpsctech.org

4. Only Short-Listed Candidates will be notified of the outcome of the pre-selection and evaluation process.