

Managing Unit (Asia in Review and Europe in Review) Call for Volunteers!

[Europe in Review](#) (EiR) and [Asia in Review](#) (AiR) are innovative multimedia platforms developed by [German-Southeast Asian Center of Excellence for Public Policy and Good Governance](#) (CPG) in recognition of the growing demand for an unmitigated and balanced picture of the issues, events, and forces shaping the European and Asian continents. To this end, the platform aims to connect people with a rich stream of current and trusted information on constitutional politics, human rights, national and collective security and defense, international relations, European governance, and geopolitics.

The **Managing Unit** was established to oversee **non-editorial activities** of EiR and AiR. It is the administrative backbone of both projects aiming at holding them together in harmony and simplicity. For this project, we are seeking applications from students and young professionals who would like to apply their organizational skills and seek professional growth with our team.

Roles and Responsibilities

Volunteers of the Managing Unit are divided into separate portfolios consisting of a variety of responsibilities and tasks that assist with the overall running of the platform.

That includes strategic grant research, planning & supervision, marketing & outreach, public relations, and administration & human resource management.

Candidates must be well-organized and dedicated people with excellent attention to details. Members of the Managing Unit must also be skilled team players and excel in communication abilities.

Considering this, we recommend that you have at least an equivalent of **15 hours** to spare each week. Please note that volunteering at Managing Unit is **non-remunerated**.

Sub-tasks

Human Resources
Administration
Social Media and Communications
Graphic Design
Outreach
Content Creation (Videos and photographs)
Finance and Grant research
Events organizing
IT

How to apply?

Submit the following to Head of Managing Units (AiR and EiR) at join@cpg-online.de with the subject heading '**Application for MU_[Your Full Name]**.'

1. a **curriculum vitae (CV)** detailing their skills and experiences,
2. a **portrait photo** (jpeg), and
3. a one-pager **cover letter**, which must be including,
 - ⇒ What is your interest in being involved with Managing Unit?
 - ⇒ What can you bring to Managing Unit?

- ⇒ What is your level of proficiency in English writing and speaking?
- ⇒ How many years of experience do you have with Microsoft Teams and Microsoft Office?
- ⇒ Where do you currently reside (country) and what is your WhatsApp number?
- ⇒ Does your internet connection provide sufficient speed for tasks such as checking emails, sending messages, making voice calls, and participating in video calls while volunteering in a remote setting?
- ⇒ Please indicate your weekly time commitment.
- ⇒ Please provide your available period for volunteering.
- ⇒ How did you know about this position?

We will respond to every application as soon as we can. Usually, this is within 10 working days of receipt of your application, though at busy times it can take a bit longer.

For more information, please visit [CPG Career Opportunities](#).

Behind Managing Units

Managing Unit is being organized by the [German-Southeast Asian Center of Excellence for Public Policy and Good Governance](#) ('CPG'), in cooperation with the [Asian Governance Foundation](#).

CPG is an academic institute and think tank attached to the Faculty of Law of Thammasat University in Bangkok, Thailand. Built upon a three-party cooperation comprising the German universities of Frankfurt and Münster and Thammasat University, it is one of only five Centers of Excellence established worldwide since 2009 under the Excellence Initiative of the German Federal Government. CPG is funded by the German Federal Foreign Office and receives administrative support from the German Academic Exchange Service ('DAAD').