

VACANCY ANNOUNCEMENT

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; and 3) Energy. For further information please visit our website: www.giz.de/vietnam.

The German Ministry for Economic Cooperation and Development (BMZ) has commissioned GIZ to implement a Regional Cooperation Programme in technical and vocational education and training in the ASEAN region (RECOTVET) since 2014, based in Hanoi. The objective of RECOTVET is to strengthen the human resources, institutional capacities and know-how for harmonised TVET systems in the ASEAN region. RECOTVET works at the regional level, in strategic partnership with regional partners as well as national representatives from ASEAN Member States. From 2017, RECOTVET focuses on 1) facilitation of regional exchange and cooperation in TVET and skills development; 2) strengthening cooperation with business and industry in skills development; 3) development of regional training modules and toolbox on quality assurance for TVET institutions; and 4) development of in-service training modules for TVET personnel.

In 2018-2019, RECOTVET will organise a Regional Awards for Businesses in ASEAN region in Inspiring Practices in Skills Development.

RECOTVET is looking for a national intern to support RECOTVET mainly in administrative works and event organisation of the regional award and other activities under its four focus areas.

National Intern Administration and Event Organisation

Duty station: Hanoi

Duration: 6 months starting June 2018

Main tasks:

- Assist in research activities related to TVET and skills development, including elaboration of ideas/concepts, data collection, desk research, drafting reports;
- Assist in the preparation and implementation of workshops, trainings and other events (e.g. preparing materials and facilities, organisational tasks, evaluation tasks, etc.);
- Assist in the launching of the Award in Inspiring Practices in Skills Development (e.g. collecting data, consolidating information into excel file, drafting and formatting documents, etc.)
- Assist team members with internal and external meetings and discussions (e.g., preparing protocols, taking minutes, etc.) and when needed;
- Support quality assurance in technical activities and deliverables;
- Assist in implementing internal programme tools;
- Provide translation services when needed (between English and Vietnamese);
- Other tasks as required.

Minimum Requirement:

- Vietnamese nationality;
- Currently undertaking or recently completed postgraduate/bachelor studies in languages, event management, economics, social science, educational science or other related fields;
- Basic knowledge in event planning and management. Experience in organizing events is an asset;
- Basic knowledge of the education sector; specialized knowledge in vocational education and skills development is an asset;
- Excellent oral and written communication skills in English and Vietnamese;
- Strong MS office, organizational and analytical skills;
- Attention to details;
- Sufficient skills in digital media, social media, graphic designs.
- Highly motivated to learn and to contribute to a dynamic team of international and national staff
- Willingness to take on responsibility, to work independently and as a team.
- Experience in an intercultural and multi-lingual context gained by way of internships, academic exchanges, volunteers or extra curriculum activities is an asset.

Successful candidate is entitled to a monthly allowance, 24/7 accident insurance and enjoys professional and dynamic working conditions as well as good policies of training and development. The intern will be provided the facilities needed to carry out their tasks, such as office space, access to a laptop, a printer, and a telephone.

Interested qualified candidates are invited to send their CV and cover letter in English by email (to hr-giz@giz.de) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **15 June 2018**.

Note: Please state “**Application for National Intern – RECOTVET**” in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

GIZ – YOUR PARTNER FOR A BETTER FUTURE