

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 joint Technical Cooperation Project “Programme on Conservation and sustainable Use of Forest Biodiversity and Ecosystem Services in Viet Nam” (BiO Project) is financed by German Ministry for Economic Cooperation and Development (BMZ) with counter-part funds from the Vietnamese Government. The implementing agencies are the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the Ministry of Agriculture and Rural Development (MARD).

The programme’s objective is: “Important prerequisites for conservation and sustainable use of biodiversity and ecosystem services of forests in Vietnam are created at the national level and contribute to the implementation of the Green Growth Strategy.” The project’s three components are:

- Improvement of the Legal framework
- Strengthening institutional capacities - for Protected Area Management and Sustainable Forest Management
- International initiatives / Timber legality (FLEGT)

The Program is looking for a National Intern to support the project in the Hanoi Project Office with the following conditions:

National Intern

Duty station: Hanoi

Duration: Starting 20. July 2018 for 6 months

Main tasks:

- Support in procurement, logistics, contract preparation, processing vouchers and filling
- Support in the preparation, organization and implementation of workshops, events, meetings
- Assisting in translating messages and short documents from Vietnamese into English and vice versa, if requested
- Support in other tasks, as required.

Requirement of qualifications

- Fresh graduate from University on Finance or Accounting or Business Administration
- Good communication skills
- Able to work under pressure and handle multi-tasks
- Good at excel and words
- Good command of spoken and written English
- Strong interest in networking and international development cooperation

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 address lan.nguyen@giz.de before **9th July 2018**.

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

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