

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. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, Environmental policy and sustainable use of natural resources, and Energy. For further information, please visit www.giz.de/viet-nam.

In June 2017, the Government of Viet Nam and its international Development Partners formally established the Viet Nam Energy Partnership Group (VEPG) with the aim to strengthen cooperation, dialogue and exchange of experiences and knowledge in the country's Energy Sector. The overall objective of the Viet Nam Energy Partnership Group (VEPG) is to work towards effective and efficient international support to sustainable energy development in Viet Nam, in line with national law and international agreements of which Viet Nam is a member.

VEPG Secretariat was established to provide support to the VEPG and foster the mutual exchange and political dialogue between Government of Viet Nam and development partners within the framework of the VEPG. Since August 2018, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** has been hosting the VEPG Secretariat as part of the "Technical Assistance for the Implementation of the EU-Viet Nam Energy Facility", co-funded by the European Union and the German Federal Ministry for Economic Cooperation and Development. The main function of the Secretariat is to support the operation of the VEPG which include logistic, conceptual and technical Support and monitoring Support. The programme is looking for 1 local qualified candidate to fill the following position:

National Intern

Duration: 06 months, from 15 September 2020 to 15 March 2021

Main activities during the internship:

- Assist in maintaining and updating content of the VEPG Website in both English and Vietnamese: vepg.vn
- Support in the organization of the meetings of the VEPG Technical Working Groups (TWG) including but not limited to management of the list of members and taking notes during meetings.
- Assist in logistical arrangements for VEPG related meetings, workshops and events (e.g, sending out invitations, registration, taking photos, contacting event companies, etc.);
- Assist in monitoring VEPG Secretariat mailbox and response to queries from VEPG website, email or phone calls.
- Researching, collecting and preparing relevant data for VEPG research, study or general work;
- Assist in translation of VEPG documents between English and Vietnamese when needed;

- Other tasks as required by the Supervisor.

Minimum requirements:

- Vietnamese citizen, who are in the last year of their study or newly graduated students within 6 upon commencement of the internship.
- Bachelor's degree in the field of energy, international relations, economics, business, media and communication, public relations or similar;
- Strong interest in international relations, development, energy issues;
- Strong MS Office, organizational and analytical skills;
- Excellent oral and written communication skills in both English and Vietnamese;
- Experiences in an intercultural and multi-lingual context gained by way of internships and/or academic exchanges. Experiences in foreign countries are an asset.
- Thinking creatively; Highly motivated to learn and to contribute to a young and dynamic team of international and national staff with the aim to develop the power sector in Viet Nam;
- Willing to take on responsibility, work independently and travel to project sites for work if necessary.

Apart from a monthly allowance, successful candidates will enjoy professional and dynamic working conditions and good policies of training and development.

Please send your application including Cover letter, CV and relevant academic to email: office.energy@giz.de with the email subject "**Viet Nam Energy Partnership Group (VEPG) Secretariat Intern**" before **20 August 2020**.

Please no phone calls, only applicants being called for an interview will be contacted.

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