

# 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; 3) Energy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The GIZ-AFD-ADEME joint Global Program on Energy Efficiency in Buildings Implementation in Viet Nam” is financed by German German Federal Ministry of Environment, Natural Conservation and Nuclear Safety BMU under its International Climate Initiative (IKI), the French Ministry for Ecological and Inclusive Transition (Ministère de la Transition écologique et solidaire – MTES), the French Facility for Global Environment (Fonds Français pour l'Environnement Mondial – FFEM) and French Development Agency (Agence Française de Développement – AFD). As a development goal, in Vietnam, PEEB is jointly implemented by GIZ and AFD/ADEME to provide technical assistance to support Vietnam in implementation of NDC in the building sector till end of September 2020 in partnership with Vietnamese Ministry of Natural Resource and Environment (MONRE), Ministry of Construction (MOC), the State Bank of Vietnam, Vietnam Real Estate Association (VREA) and others.

The Project is looking for candidates to fill the following position:

## **Communication Intern on “Energy Efficient Housing”**

Duty station: 14 Thuy Khue street, Hanoi

Duration: 4 months, ended by 31 December 2020

To work for PEEB as an embedded global project implemented in Vietnam under the umbrella project - Support to Viet Nam for the Implementation of Paris Agreement (SIPA)

### **Main activities during the internship:**

- Supporting the preparation of PEEB communication events (e.g. to join MOC's Green Building Week in Nov 2020);
- Supporting admin team in the organisation of event/workshop, including following up with project stake holders invitation list, welcoming the attendance upon registration list to build up project network contacts
- Taking notes or taking photos when required, shooting video clip if required, etc. during the communication events
- Drafting PR content for PEEB website, preparation of communication products;
- By global nature of the Program, supporting the conversion into english of other project reference documents originated in German, French or Spanish
- Supporting the project translators in preparing translated version for project communication products (into viet and into english), news briefs, announcement and brochures if any
- Managing the projects' photo archive in the K Drive;
- Supporting the production of projects' publications, including translated text proof reading, graphic designing and laying out in accordance with the PEEB logos/GIZ corporate design regulation;
- Other tasks requested by the projects

### **Minimum requirements:**

- Vietnamese citizen, who are in the last two years of their study or graduated **not more than 6 months** from either Natural Science or Social Science Universities or Technical Universities ( HAU, HUST, NUCE, etc) or have knowledge and some experiences on communication field.

- Good communication skills
- Able to work under pressure and handle multi-tasks
- Good at graphic design, excel and words
- Good at spoken and written Vietnamese and English

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 with facilities needed to carry out his/her tasks, such as office space, access to a laptop, a printer, and a telephone.

Interested qualified candidates are invited to send their CV and certificates in English by email to address: [lan.nguyen@giz.de](mailto:lan.nguyen@giz.de) before **6<sup>th</sup> September 2020**.

Note: Please state "Application for Internship – PEEB-SIPA project" in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

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