

# 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 focus of SIPA Project is to support Vietnam in improving institutional system, building human resource capacity so that Viet Nam could be ready to fulfil its commitment within the Paris Agreement. At the same time, the Project will help Viet Nam in updating NDC in line with the national circumstances and international context; piloting some mitigation and adaptation actions defined in the Plan.

The Project is looking for national candidates to fill the following positions:

## **Administrative Intern “SIPA”**

Duty station: 14 Thuy Khue street, Hanoi

Duration: 6 months, starting ASAP

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

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

### **Minimum requirements:**

- Vietnamese citizen, who are in the last two years of their study or graduated not more than 6 months from University on Finance, Economics or Business Administration or have some experience on administrative field.
- Good communication skills
- Able to work under pressure and handle multi-tasks
- Good at excel and words
- Good command of spoken and written 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: [quy.mai@giz.de](mailto:quy.mai@giz.de) **before 6<sup>th</sup> November 2020.**

Note: Please state “Application for Admin Internship - GIZ 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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