

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.

The joint Technical Cooperation Project “Programme on Conservation and sustainable Use of Forest Biodiversity and Ecosystem Services in Viet Nam” is financed by German Ministry for Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Viet Nam Administration of Forestry under the Ministry of Agriculture and Rural Development (MARD).

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

National Intern “BIO”

Duty station: 14 Thuy Khue street, Hanoi

Duration: 6 months, starting ASAP

Main activities during the internship:

- Provide assistance to project team members in regard to internal meetings and discussions (e.g., protocol preparation, minute meeting notes, etc.) and when needed;
- Assist with research activities, including elaboration of ideas/concepts, TOR for workshops/events organization, data collection, desk research, drafting reports; present specific topics during technical exchanges within the team;
- Ad-hoc support to the partner organization and the team;
- Participate in the project weekly team meetings, technical exchanges;
- Participate in thematic meeting, workshops organized by partners and report back to the teams;
- Participate in and support organization and logistic arrangement of field trips
- Provide translation services when needed (English and Vietnamese);
- Support to the preparation of workshops, trainings, field visit and other events (confirmation of participants; handout preparation, note taking, etc.);
- Support in monitoring and implementation of the technical operation.
- Perform other duties and 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 the project related fields.
- 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: hien.nguyen@giz.de before **9th April 2021**.

Note: Please state “**Application for an internship - GIZ BIO project**” in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.