

INTERNSHIP OPPORTUNITY

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 country office GIZ Hanoi is providing the administrative, HR, contractual and accounting services to the GIZ projects implemented in Vietnam.

The Contract and Procurement & Finance and Accounting (CPFA) section/country office is looking for national candidates for the internship opportunities with details below:

02 National Interns “CPFA section/ GIZ Office Hanoi”

Duty station: 49 Hai Ba Trung, Hanoi

Duration: 6 months, starting ASAP

The National Intern will learn & practice in different activities in terms of administration:

- Assist in filing of contract, procurement and voucher files;
- Assist in the organisation of training/coaching sessions on contract, procurement, finance and accounting topics;
- Participate in the thematic team meeting / exchange with projects;
- Provide translation when needed (English and Vietnamese);
- Provide logistic support (handout preparation, note taking, etc.);
- Support in monitoring of contract implementation and final payment;
- Perform other duties as required.

Minimum requirements:

- Vietnamese nationality
- Currently in the last 2 years of their postgraduate/bachelor studies; or finalizing relevant degree no longer than six months prior to the internship commencing date.
- Good communication skills
- Able to work under pressure and handle multitasks
- Good at MS excel and words
- Good command of spoken and written English

Successful candidate is entitled to an internship allowance, 24/7 accident insurance and enjoys professional and dynamic working environment. The intern will be provided with facilities needed to carry out his/her tasks.

Interested qualified candidates are invited to send their CV and certificates in English by email to address: huong.dang@giz.de before **17th May 2021**.

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

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