

# 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](http://www.giz.de/viet-nam).

The GIZ country office in Hanoi is providing the administrative, human resources (HR), contractual and accounting services to the projects implemented by GIZ in Viet Nam.

The GIZ country office in Hanoi is offering an internship opportunity at the HR Section with details below.

## National Intern

Station: GIZ Office Hanoi, 49 Hai Ba Trung, Hoan Kiem, Hanoi

Duration: 6 months, starting as soon as possible

The Intern will learn and practice to perform the specified HR tasks by supporting HR Officers in accordance with specific instructions:

1. In the national employee recruitment process including job posting, interviews arranging, writing tests conducting, etc.
2. In the HR development activities organizing, training calendar updating, HR development record maintaining.
3. In other administrative tasks such as filing, translating, etc.

### Requirements:

- Vietnamese citizen, who is currently undertaking or completed the bachelor/ postgraduate studies within the last six months (upon commencement of the internship) in business administration, human resources management or relevant areas.
- Interest in human resources management and highly motivated to learn and take responsibility
- Ability to handle HR confidentiality and data protection appropriately
- Good oral and written communication skills in English and Vietnamese
- Good interpersonal skills and coordination skills
- Good time management skills and ability to handle multi tasks
- Good computer skills in MS office (Word, Excel, Powerpoint, Microsoft Teams).

**Apart from a monthly internship allowance, the successful candidate will enjoy good learning environment and professional and dynamic working conditions.**

Interested candidates are invited to send the latest curriculum vitae, cover letter and copies of relevant certificates and references by email to [hr-giz@giz.de](mailto:hr-giz@giz.de) not later than **8<sup>th</sup> May 2022**.

Note: Please state **“Application for the Internship – HR Section”** in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

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