

# 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 Energy Support Programme is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Viet Nam. The current technological focus is on solar power, wind power, bioenergy, renewable energy, energy efficiency and smart grid.

The Energy Support Programme (GIZ ESP) is offering an internship opportunity as below:

## 01 National Intern

Duty station: 14 Thuy Khue, Tay Ho District, Hanoi, Viet Nam

Duration: 6 months, starting as soon as possible

### Main activities:

The Intern will learn and practice to perform admin and finance tasks by supporting the Admin and Finance Team of the Energy Support Programme in following activities including:

- Support to prepare logistics and documents for events in the office and at site;
- Support for filing including soft and hard copies;
- Support to deliver to / collect important documents from the country office such as contracts, vouchers, correspondences etc.;
- Support to prepare logistics and protocol for internal meetings of admin team and technical team (when required);
- Provide translation services when needed (between English and Vietnamese);
- Others administrative tasks.

### Requirements:

- Vietnamese nationality
- Currently undertaking postgraduate/bachelor studies in, economics, or a comparable course of study or has recently completed your studies. A Master's Degree is an asset.
- Experiences in an intercultural and multi-lingual context gained by way of internships and/or academic exchanges. Experiences in foreign countries are an asset.
- Excellent oral and written communication skills in English and Vietnamese. German is an asset.
- Strong MS Office, organisational and analytical skills.
- Highly motivated to learn and to contribute to a young and dynamic team of international and national staff with the aim to develop the power sector in Viet Nam, and willing to take on responsibility, work independently and efficiently and travel to project sites for work if necessary
- The internship requires university enrolment or the finalization of your degree no longer than six months ago upon commencement of the internship.

**Apart from a monthly allowance, successful candidates will enjoy professional and dynamic working conditions and good policies of training.**

Interested qualified candidates are invited to send the GIZ Application Form in English, copies of relevant certificates and references by email to [office.energy@giz.de](mailto:office.energy@giz.de) by **10<sup>th</sup> June 2023**. Early applicants will be prioritized.

**The internship is expected to start as soon as possible and last for 6 months.**

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

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