

# 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. Gender equality is one of the key values of our company and of the work we do. Fostering gender equality in our project operation and our internal equal opportunity provisions are two strategic pillars of our corporate identity and policy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The joint Vietnamese-German technical cooperation Programme Reform of Technical Vocational Education and Training in Viet Nam (TVET Programme) is financed by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalides and Social Affairs (MoLISA). The TVET Programme aims at better aligning TVET in Viet Nam to the changing world of work by focusing on the following topics:

- Policy advice on the normative and administrative reform of the TVET system to adapt it to the changing world of work.
- Supporting eleven high-quality TVET colleges to provide modern training programmes that meet German standards and Vietnamese regulations and requirements.
- Promoting cooperation with the business sector.
- Fostering the digital transformation.
- Supporting quality assurance and sector monitoring of the partners.
- Promoting green TVET institutes and green skills.
- Enhancing the image of TVET and inclusion in the TVET system.

The Programme is offering an internship opportunity with details below.

## National Intern

Station: Hanoi

Duration: Maximum 6 months, starting as soon as possible.

### Main activities:

The Intern will learn and practice to perform the specific tasks by supporting the project team in following activities:

### Learning areas:

#### Technical

- Legal and policy framework in the field of Technical Education and Training (TVET) in Viet Nam
- Policy development and policy advice procedures in the TVET sector
- Approaches on development work with a focus on inclusion

#### Operational

- Project activity planning and implementation
- Event planning and organisation
- Documentation of working results (note taking, progress reporting...)
- Contractual and logistics
- Negotiation skills in a multi-cultural environment (in meetings, exchanges, discussion...)

### The intern will be expected to conduct the following types of activity:

- Support on regular news clipping of legal news in TVET
- Support the planning and organisation of events (offline, online, and hybrid) and field visits (send invitations, confirm participation, inquire logistic services, support the liquidation of activity/events...)

- Assist in knowledge management (notes taking of meetings, workshops and discussion; systematic filing, organisation of work products...)
- Support the drafting process of progress reports
- Research and prepare relevant data for meetings and reports, as relevant
- Support quality assurance of activity (e.g. implementation progress and deliverables of consultants)
- Provide translation of meetings and working documents (letters, working meetings with support of his/her assigned supervisor)
- Contractual and logistics (support the preparation of service TOR, inquire logistic support)
- Other tasks that may be assigned by his/her assigned supervisor and the Programme Deputy Director, as relevant to the scope of this TOR.

**Requirements of qualifications, competence and experience:**

- Vietnamese citizen, who is currently undertaking or completed the bachelor/ postgraduate studies within the last six months (upon commencement of the internship) in social science, public policy, or a similar field
- Ability to follow precise guidance and to meet deadlines
- Ability to work in multi-disciplinary team (technical and administrative)
- Good organisational and analytical skills
- Good interpersonal and teamwork skills
- Excellent oral and written skills in Vietnamese and English languages
- Sense of creativeness and problem-solving in work
- Previous experiences in international development cooperation is an advantage
- Previous knowledge and experiences in project implementation is an advantage
- The internship requires university enrolment or the finalisation of your degree no longer than six months prior to the commencement of the internship.

**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 scanned copies of relevant certificates and references, if any, by email to <[anh.pham@giz.de](mailto:anh.pham@giz.de)> not later than 5<sup>th</sup> August 2023.

Note: Please state “**Application for the Internship – LAR - Programme Reform of TVET in Viet Nam**” in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

Please visit our page at <https://www.giz.de/en/worldwide/109163.html> for more internship and job opportunities.

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