

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/vietnam.

The Forests and Biodiversity Programme is implementing 02 projects in Viet Nam, including:

1. **The project “Upscaling of Sustainable Forest Management and Forest Certification in Viet Nam” (SFM):** is financed by the German Ministry for Economic Cooperation and Development (BMZ) with counter-part funds from the Vietnamese Government. The project’s overall objective is: *“Progress has been made in the transition to sustainable, climate-friendly forest management.”*
2. **The project “Support for the implementation of the FLEGT VPA in Viet Nam” (FLEGT):** commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), jointly implemented by GIZ and the Ministry of Agriculture and Rural Development. The project’s overall objective is to prepare necessary organizational and legal conditions to implement the VPA/FLEGT between Viet Nam and the EU.

We are looking for a local qualified candidate to fill the following position:

National Intern

Duty station: Ha Noi, Viet Nam
Duration: 6 months, starting from August 2023

Purpose:

Under the guidance and direct supervision of the Admin Officer, the Admin Intern will learn and practice to achieve delivered tasks and responsibilities:

General Administration:

- Assist the project admin team in filing documents as required
- Update and support the maintenance of project administrative folders and files
- Support in translating the payment dossiers
- Assist in asset monitoring and update.

Travel services, logistic arrangement support

- Support in provision of information on travel arrangement, GIZ rules and guidelines in consultation with the admin officer.
- Provide support for logistic arrangement and event organization.

Contracting and Procurement support

- Assist in preparation and compilation of the contracts and procurement dossiers, translating the necessary documents as required
- Assist in process of payment/liquidation such as timesheet check, deliverables collection.

Minimum requirements:

- Vietnamese nationality
- Currently undertaking bachelor studies (**at least third year of study**) in business administration, social science, or related areas **no longer than six months from the date of graduation**
- Being able to arrange his/ her timetable to take a full-time internship (40 hours/ week)
- Knowledge and a proficient user of Microsoft Office productivity tools and a good command of English language
- Interest and motivation in working in an international organization
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Good in organizing and structuring various tasks and responsibilities

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 latest curriculum vitae, cover letter and copies of relevant certificates and references by email to linh.nguyenphuong@giz.de by 10th August 2023.

Note: Please state “**Application for the Internship (admin) – SFM and FLEGT**” 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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