

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.

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.

In order to support the promotion TVET image and inclusion, the TVET Programme is offering an internship opportunity with details below.

National Intern in PR & Communication

Station: Hanoi, Viet Nam

Duration: 3 months, starting from November 2023 with possible extension until April 2024

Main activities:

The Intern will learn and practice to perform the specific tasks by assisting the technical advisors/project officers of the programme in following activities:

- Providing assistance in maintaining and updating bilingual websites (English and Vietnamese) and social media (Facebook, YouTube), including writing articles and producing posts;
- Assisting in workshop and event preparation, organization and management such as event checklists, participant registration, responses to participants' inquiries... (including Open Days, Girl Days, Inclusion Days at partner colleges);
- Supporting the organisation of internal GIZ events, such as the weekly presentation exercise;
- Providing assistance in the preparation and production of communications materials such as leaflets, brochures, promotional items, success stories, etc.
- Providing assistance with the collection and promotion of existing products from the project phase;
- Assisting in designing communications materials;
- Supporting the implementation of capacity development measures on inclusion and PR & Communication.

- Supporting the promotion and administration of national scholarship scheme for female trainees and people with disabilities in programme supported occupation.
- Networking with partners and stakeholders to promote TVET image and inclusion.
- Assisting with translating documents and verifying translations (Vietnamese/English).
- Performing other duties and tasks at the request of management.

Requirements:

- Vietnamese citizen who is a final year university student or fresh graduate within 6 months after university graduation. Specialisations in media, communication, public relations, marketing, social science, political science, gender and diversity studies, sustainable development, or international relations or similar are preferred.
- Strong interest in sustainable development, education, and training
- Strong interest in communications and online media
- Sound skills in digital marketing and social media
- Intermediate design skills are an asset (Familiarity with Adobe Illustrator, Canva is a plus)
- Photo-taking and video-making skills are an asset;
- Good working knowledge of Microsoft Office
- Strong verbal and written communication skills both in English and Vietnamese
- Responsible, motivated, attention-to-detail, results-oriented working style
- Willing to take on responsibility and travel to project sites for work if necessary.

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 and application letter by email to huyen.vu@giz.de not later than **30th September 2023**.

Note: Please state “**Application for the Internship – TVET**” 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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