

# 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).

GIZ is an international development corporate mainly commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and other donors to provide service in the field of international cooperation for sustainable development and international education. GIZ is dedicated to shaping a future worth living around the world.

In the frame of the Green Innovation Centre Project for the food and agriculture sector, the German Development Cooperation has supported agricultural value chain initiatives in 16 countries: 14 in Africa, and one in India as well as in Viet Nam. The project is focusing on identification and upscaling of innovations in 21 agricultural value chains with the objective to increase farm households' income and create employment at different levels in the value chain. The Green Innovation Centre Project is the biggest technical cooperation project supported by the German Federal Ministry for Economic Cooperation and Development with a total commission of approx. 550 million Euro. This will create new jobs in food processing, ensuring that a greater portion of the added value from agricultural production remains in the countries, especially in rural areas. The new employment opportunities will benefit young people and women in particular. At global and at local level, the project cooperates with over 150 partner organizations from civil society, producer associations, academia, research institutions and the private sector.

The GIZ is currently implementing the above-mentioned global program on Green Innovation Centres for Agricultural & Food Sector (GIC) commissioned by BMZ's "One World – No Hunger" Initiative (SEWoH). The GIC Vietnam country package is a part of the GIZ's global GIC program and is implementing in 06 provinces in the Mekong Delta with an aim to enable smallholder farms, farmer cooperatives, and upstream and downstream enterprises in rice and mango value chains to leverage identified green innovations for improving product quality, income, and employment, while increasing climate change resilience in the Mekong delta.

The project is offering an internship opportunity with details below.

## **National Intern**

Station: GIZ Project Office, 33 Le Duan St., Deutsches Haus, Ho Chi Minh, Viet Nam

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:

- Provide general administrative and technical support for the project activity implementation (communication with stakeholders, research, reporting and others);
- Support to the preparation of workshops, training and other events;
- Support to quality assurance in technical activities and deliverables;

- Provide assistance to project team members in regard to internal meetings and discussions (e.g.; protocol preparation, minute meeting notes, etc.) when needed;
- Assist to manage incoming and outgoing correspondences (post, mails)
- Provide translation services when needed;
- Photocopies and scans documents as needed
- Procurement, logistics, contract preparation, processing vouchers and filling support
- Documents translation and filing
- Performs other tasks as assigned.

**Requirements:**

- Vietnamese citizen, who is currently undertaking or completed the bachelor/ postgraduate studies within the last six months (upon commencement of the internship)
- Graduated from University in Finance, Economics, Accounting, Business Administration, Communication, Media or related to one of the projects.
- High self-motivation, soft skills for interpersonal communication and an ability to work independently
- Able to work under pressure and handle multi-tasks
- Computer literacy and ability to use efficiently the basic Microsoft Office® software (Word, Excel, Power Point) and communications tools (internet, email)
- Good command of spoken and written English, German is an asset
- Open minded and keen to learn and work in a dynamic and intercultural environment
- Strong interest in networking and international development cooperation

**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 **19<sup>th</sup> October 2023**

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