

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 Mekong Delta Climate Resilience Programme (MCRP) (2019-2025) is the development program that is funded by the governments of Viet Nam and Germany and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). Its objective is to support the Vietnamese authorities on their path for a sustainable development of the Mekong Delta through the climate-resilient management of natural resources along the coast. MCRP is divided into four fields of activity:

- (1) Establish an institutional framework to facilitate regional coordination of climate-resilient development in the Mekong Delta;
- (2) Improve investment planning at regional level for the climate-resilient and gender-sensitive management of water resources in urban and rural areas.
- (3) Apply innovative technologies and interventions to combat coastal and riverbank erosion, thus rendering rural infrastructure and ecosystems more climate-resilient.
- (4) Roll out climate-smart and water-sensitive urban infrastructure.

MCRP has a comprehensive workplan focused on three key areas: land-use and agriculture, water and regional coordination in the Mekong Delta. To effectively carry out activities for regional coordination and agriculture additional human resources are required.

The Program (GIZ-MCRP) is offering an internship opportunity with details below:

Administrative Intern

Station: 14 Thuy Khue Street, Tay Ho District, Hanoi
Duration: starting from 15. January 2024 to 15. June 2024

Main activities:

- Support reception function for GIZ-MCRP Office in Hanoi.
- Assist operation function for telephone network to ensure the smooth operation of the office: answers, reviews, forwards and/or takes calls.
- Support to prepare logistics and documents for events in the office and at site.
- Assist in managing incoming and outgoing correspondence (post, fax, mail).
- Photocopies and scans documents as needed.
- Support for project teams in logistic services (workshops, meetings, etc.).
- Support for sustainable green daily operation of offices.
- Assist in translating short documents and filing documents.
- Performs other duties as assigned.

Requirements:

- Vietnamese nationality.
- Currently undertaking postgraduate/bachelor studies in business administration, social science or related areas.
- Independent and well-organized with good communication skills.
- Able to work under pressure and handle multi-tasks.
- Customer-oriented and strong sense of responsibility.
- Familiar with PC applications.
- Having IT knowledge and German are a plus.
- 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.
- 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 latest curriculum vitae, cover letter and copies of relevant certificates and references by email to minh.vuhoangngoc@giz.de not later than **2nd January 2024**. Early applicants will be prioritized.

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