

# 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 four priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy; 4) Sustainable Economic Development. 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 global programme “Go Circular” is commissioned by German Federal Ministry for Economic Cooperation and Development to support the transition to a Circular Economy at global level and in the three partner countries: Colombia, Ghana and Viet Nam. Go Circular works in three priority areas: 1) Promoting innovation (technologies and business models), 2) Scaling up solutions and 3) Action in global alliances. The global programme currently addresses three material flows: plastics, electrical and electronic equipment, batteries, and organic waste – with the potential to expand to others. Cross-cutting themes pursued are climate and the Circular Economy, including integration with Nationally Determined Contributions (NDCs) from the Paris Climate Agreement, digitalisation and the Circular Economy, as well as financing the Circular Economy.

In Viet Nam the project works with the Ministry of Planning and Investment (MPI) and the Central Institute for Economic Management (CIEM) as key political partners. It focuses on the following activities: 1) Promoting innovative circular business models through private sector support; and 2) Policy advice on developing and implementing decrees for scaling circular solutions. Among others, the project is supporting the establishment of a CIRCO Hub in Viet Nam to provide trainings on circular economy business model design to companies in Viet Nam (<https://www.giz.de/en/worldwide/135785.html>), and the development of guideline for accessing finance for circular business models.

The project is offering an internship opportunity with details below. The intern would work under the supervision and mentorship of the Senior Project Officer of the team and as such focus on the key activities outlined above, but also interact proactively with all other members of the team – giving him/her an insight in other activities as well. Beyond those activities, the intern would generally support all matters relating to communication and outreach.

## **National Intern**

Station: 14 Thuy Khue, Tay Ho District, Hanoi, Viet Nam

Duration: maximum 6 months, starting ASAP

### **Main activities:**

The intern will support the project team in the various project activities by performing tasks such as the following:

- Drafting of communication texts and material (PPTs, social media articles, emails, etc.)
- Organisation and documentation of meetings and events
- Conduct desk-based research on topics related to the project
- Translation/ and proof-reading of short texts and technical documents
- Knowledge management (incl. structured filing of documents and contacts)
- Implement other assignments and tasks as required

### **Learning fields:**

The intern will have an opportunity to apply their theoretical knowledge from university, while experience the work conduct in an international organisation such as GIZ. Throughout the internship, the selected candidate will have the opportunity to deepen their knowledge on circular economy, with a focus on business design

as well as finance, and get to know relevant stakeholders and organisations. He/She will be an equal member of the small dynamique team, taking part in the regular team meetings as well as selected meetings with partners and contractors, and contributing by delivering smaller tasks within the team. This way, the intern will get a good insight into the overall principles and rules but also the actual processes and the day-to-day work of international cooperation, in particular technical development cooperation.

**Requirements:**

- Vietnamese citizen, who is currently undertaking or completed the bachelor or better postgraduate studies within the last six months (upon commencement of the internship)
- Degree in Finance, Economics, Business Administration, Sustainability Management or other subject area relevant to the project topics
- Good MS Office skills (Excel, PowerPoint, Word)
- Excellent command of spoken and written English and communication skills
- Proactive attitude and teamwork orientation
- Able to work under pressure and handle multi-tasks flexibly
- Be available full-time

**Apart from a monthly internship allowance, the successful candidates will enjoy 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> not later than **15<sup>th</sup> February 2024**.

Note: Please state “**Application for the Internship\_Go Circular**” 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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