

# 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).

Within the Agriculture and Climate team of GIZ's Green Cluster (comprising all projects from priority area 2), projects with a focus on Vietnam as well as a number of regional initiatives on regional trade integration are bundled. The team is distributed over three locations in Vietnam: Hanoi, Ho Chi Minh City, and Can Tho. The team in Hanoi is in charge of partner coordination and the implementation of the Viet Nam based activities of BMZ financed regional and global projects:

- The Viet Nam country package of the global program "Green Innovation Centres in the Agriculture and Food Sector" in Viet Nam (GIC), implemented under the special initiative "ONE WORLD No Hunger" (SEWoH), commissioned to support the transition to higher resource efficiency and value creation in the Mekong Delta farming systems to adopt climate-smart and sustainable innovations in the rice and mango value chains that increase incomes, employment, and the quality of produce while reducing their environmental footprint.
- Strengthening the resilience of poor population groups to climate change in selected ASEAN states (Climate Resilient Agricultural Systems, CRAS): aims at promoting resilience against climate change impacts in agricultural value chains.
- Innovative climate risk finance for the agricultural sector in the ASEAN region (DKTI): aims at promoting access of farmer to gender responsive climate risk finance product/services for agriculture sector in Asian region to help farmer enhancing resilience and less exposure from weather risk event.
- Sustainable Agriculture for Forest Ecosystems (SAFE): aims to promote a holistic approach for forest governance and sustainable land use management at forest frontiers.

The project is offering an internship opportunity with details below.

## National Intern

Duty station: 14 Thuy Khue, Tay Ho District, Hanoi, Viet Nam  
Duration: 6 months, starting from 15 March 2024 to 14 September 2024

### Main activities:

The National Intern will learn & practice by assisting the Admin and Finance Team on all admin and finance tasks including:

- Assist operation function for telephone network to ensure the smooth operation of the office: answers, reviews, forwards and/or takes calls
- Support to set up meetings in GIZ-Agriculture Team Office in Hanoi/ HCM/ Can Tho
- Assist to manage incoming and outgoing correspondences (post, fax, mails)
- Photocopies and scans documents as needed
- Support for project teams in logistic services (workshops, meetings, etc.)
- Support in procurement, contract preparation, processing vouchers and filling
- Assist in translating short documents and filing document.

- Shoot photos during events and workshops.
- Performs other activities as assigned.

### **Requirements**

- Vietnamese citizen, who are in the last year of their study or newly graduated students within 6 months upon commencement of the internship.
- Graduated from University in Finance, Economics, Accounting, Business Administration, Communication, Media or related to one of the projects.
- Good communication skills
- Able to work under pressure and handle multi-tasks
- Good at excel and words
- Good command of spoken and written English

**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 [giang.duong@giz.de](mailto:giang.duong@giz.de) not later than **29<sup>th</sup> February, 2024**

Note: Please state “**Application for the Internship – Agriculture Team**” 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.

**GIZ – YOUR PARTNER FOR A BETTER FUTURE**