

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.

The joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam III” (TVET Programme) aims at the Vietnamese TVET system being increasingly oriented towards supporting a socially just, green, and digital transformation of the economy (“Just Twin Transition”). It is funded 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, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, four main outputs have to be achieved:

- Output 1: TVET stakeholders on macro level are increasingly advising on the alignment of the TVET system with the socially just, digital, and green transformation (twin transition).
- Output 2: The TVET network is empowered to offer cooperative initial and further training for the socially just, green, and digital transformation (twin transition).
- Output 3: TVET institutions have planning and exchange tools for implementing the socially just, green, and digital transformation of the TVET system.
- Output 4: The technical and conceptual prerequisites of TVET for a climate-relevant sector are established for successful development-oriented skilled labour migration.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-oriented qualified workforce in Viet Nam. In the upcoming time, the TVET Programme is seeking an internship opportunity to support the project with the following conditions:

National Intern

Station: Ho Chi Minh City, Viet Nam

Duration: 6 months, starting from April 2024

Main activities:

The Intern will learn and practice to perform the specific tasks assigned by the Team Leader/Programme Officers of the TVET Programme in the following activities:

- Supporting the Monitoring and Evaluation (M&E) process by promptly collecting, documenting and managing data during the implementation of cooperative training programmes and dissemination-related activities
- Assisting activities of disseminating the selected training programmes to promoted TVET Colleges
- Supporting the preparation, organisation, documentation and public relation (taking photos, drafting articles, posting on website, etc.) of conferences, workshops, training courses, internal and external events
- Translating documents (English/Vietnamese), draft correspondences, meeting minutes, forms, reports and other paperwork when required
- Interpreting and supporting Development Advisors/ Digital Ambassadors as required
- Traveling to project sites as required

- Supporting the team in logistics/ administrative tasks
- Assisting the overall work of the component and performing other related duties, as required.

Requirements:

- Vietnamese citizen who is a fresh graduate within 6 months after University graduation
- Specializations in Business Administration, Social Science, International Relations, Marketing and Communication, Sustainable Development or similar are preferred.
- Strong interest in Vocational Education and Training, sustainable development, international cooperation
- Good knowledge of MS Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Able to work independently and with teams
- Able to work under pressure and handle multi-tasks
- Good oral and written English and Vietnamese. Knowledge of German language is an advantage
- Experience in working with databases and collecting data will be an asset
- Experience in organizing events, conferences, workshops, dealing with admin and logistics tasks will be an asset
- Responsible, motivated, attention-to-detail, results-oriented working style
- Willing to take on extra responsibilities and travel to project sites if required.

Apart from a monthly internship allowance, the successful candidate will enjoy an excellent learning environment, professional and dynamic working conditions.

Interested candidates are invited to send the most updated curriculum vitae and cover letter by email to my.nguyentra@giz.de not later than **March 29th, 2024**.

Note: Please state “**Application for Internship – High Quality TVET Colleges, 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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