

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. For further information please visit our website: www.giz.de/viet-nam.

To support Vietnamese Government in achieving these targets, **GIZ Energy Support Programme (ESP)** is working in various action areas to develop renewable energy and energy efficiency markets. We are working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The current technological focus is on solar power, wind power, bioenergy, energy access and energy efficiency and smart grid.

The main commissioning party of the ESP is the German Federal Ministry for Economic Cooperation and Development (BMZ). A number of projects are currently ongoing:

- Commercial and Industrial Rooftop Solar (CIRTS): 2021 - 2025
- Clean, Affordable and Secure Energy for Southeast Asia (CASE): 2020 – 2024
- Solar-Aquaculture Habitats as Resource-Efficient and Integrated Multilayer Production Systems (SHRIMPS): 2019 - 2023
- Renewable Energy and Energy Efficiency (4E): 2015 -2023
- Smart Grids for Renewable Energy and Energy Efficiency (SGREEE): 2017 – 2021
- Climate Protection through Sustainable Bioenergy Markets in Viet Nam (BEM): 2019 - 2023
- Project Development Programme (PDP): 2015-2023

In this context, the ESP is offering the internship opportunity as below:

ESP Administrative Intern: Language Support Service and Knowledge Management

Duty station: 14 Thuy Khue, Tay Ho District, Hanoi, Viet Nam

Duration: 6 months starting from 27th June 2022

Main activities during the internship:

Language support service:

- Assistance the translation of technical documents, policies, presentations, etc., from Vietnamese into English and vice versa
- Assistance in quality control of translated documents by inhouse team and/or external service provider including proof reading of translated text, document formatting, graphic designing and laying out in accordance with the corporate regulations
- Participating in the continuous buildup of energy-focused translation memory and term-base/glossary for our CAT (Computer-Assisted Translation) tool.
- Assistance in documents filling for Inhouse translator team, when needed
- Assistance in managing inhouse team's planner for assigned tasks to monitor and manage workload and further dissemination to other teams.

Knowledge Management:

- Assistance in studying and applying digital tools to improve day-to-day work and processes for project implementation activities.
- Assistance in record management process for ESP and building a digital library for energy sector.
- Assistance in building tools for beneficiaries reporting and an inclusive contact database for ESP and projects.
- Assistance in conducting other administrative tasks, when needed
- Other tasks as assigned by the Language Support Service and Knowledge Management Programme Officer and/or other staffs involved in the translation/interpretation work of the office.

Minimum requirements:

- Vietnamese citizen, who are in the last year of their study or newly graduated students within 6 months upon commencement of the internship.
- Specialization in language, electricity, energy, international affair or similar.
- Strong interest in language and energy sector in Viet Nam.
- Strong communication, organizational and analytical skills.
- Excellent oral and written communication skills in English and Vietnamese;
- Experiences with software and applications including Microsoft Office Suite. Knowledge of SharePoint, OneDrive and Planner is 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.
- Thinking creatively; Highly motivated to learn and to contribute to a young and dynamic team of international and national staff with the aim to develop the energy sector in Viet Nam;
- Willing to take on responsibility, work independently and travel to project sites for work if necessary.

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 your application including Cover letter, CV and relevant academic certificates/references to email: office.energy@giz.de with the email subject "**Application for ESP – Language Support Service and Knowledge Management Intern**". Deadline: **28th June 2022**. Early applicants will be prioritized.

Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

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