

# 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. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, Environmental policy and sustainable use of natural resources, and Energy. For further information, please visit [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The “**Regional Cooperation programme for the development of Technical and Vocational Education and Training**” (RECOTVET) promotes regional learning and cooperation processes with relevant regional organisations (ASEAN, SEAMEO) as well as pilot activities in cooperation with TVET authorities and the private sector from ASEAN Member States supporting the adjustment of TVET systems to the requirements of digitalization and future labour markets. The programme works closely with relevant bilateral TVET programmes in ASEAN countries for the implementation.

RECOTVET is seeking an internship position to support the programme in the Hanoi Office with the following conditions:

## National Intern

Duty station: Hanoi

Duration: 6 months starting from January 2023

### The National Intern will learn & practice in different activities:

- Provide general administrative and technical assistance for the implementation of project activities,
- Support the organization of online and offline events, including the development of preparation plans, event checklists, proceedings plan, participant management (registration, responses to participants' inquiries), notes taking and other onsite logistics arrangement,
- Support the development of background research and studies on TVET and labour market related topics,
- Assist in the preparation of invitation letters, admin notes, PR materials, such as flyers, factsheets (EN, VN)
- Assist with translating documents and verifying translations (Vietnamese/English),
- Perform other duties and tasks at the request of management.

### Minimum requirements:

- Vietnamese nationality
- Being a final year university student or fresh graduate within 6 months after university graduation (A major in International studies, Education, Business or economics, English),
- Experience with administrative procedures, especially in event organization (both online and offline events including webinars, workshops, meetings, conference) is an asset,
- Sound analytical and writing skills, strong verbal and written communication skills in English including proven drafting skills,
- Responsible, reliable, accurate, consistent, self-motivated, attention-to-detail, results-oriented working style,
- Good working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook), MS Teams or equivalent open-source packages. Experience with graphic design tools would be an asset,
- Strong interest in networking and international development cooperation,
- Willingness to learn as required by the tasks to be performed – corresponding measures to be agreed with management.

**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 [hang.nguyen1@giz.de](mailto:hang.nguyen1@giz.de) before **5<sup>th</sup> December 2022**.

**The internship is expected to start from 03 January 2023 and lasts for 6 months.**

Note: Please state “**Application for the Internship – RECOTVET**” in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

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