

# 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 Macroeconomic Reform/Environmentally and Socially Sustainable Growth Programme (hereinafter Macro Program) provides technical assistance to its core partners including Ministry of Planning and Investment (MPI), Ministry of Finance (MoF), State Bank of Vietnam (SBV) and Ministry of Labour, Invalids and Social Affairs (MoLISA) to promote better management of public and private resources for inclusive green growth in Vietnam.

The **Social Inclusion Component of the Macro Program (the Component)**, in cooperation with the MoLISA, is pursuing the goal of enhancing the successful integration of social dimension and gender equality into the implementation of national strategies in green growth, climate change response and sustainable development in Vietnam.

The Component is offering an internship opportunity with following details:

## National Intern

Duty station: Hanoi, travel to provinces may be required

Duration: 6 months, until December 2022

### The Intern will learn & practice by assisting the project staff in different activities:

- Provide assistance to the Component's activity implementation (communication with stakeholders, background research, reporting and others)
- Support the organization of workshops, trainings, meetings and other events, when needed
- Provide language support service from Vietnamese into English and vice versa (oral and written translation of correspondence and simple documents, presentations, etc.; document formatting, graphic designing and laying out in accordance with the corporate regulations)
- Assist in documents filling, in studying and applying digital tools to improve day-to-day work and processes for project implementation activities
- Assist in conducting other administrative and supporting tasks, when needed.

### 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.
- Studying and/or knowledge in business, law, social affairs, international relations, labour or development fields is an advantage
- Strong interest in sustainable inclusiveness development and climate change tackling in Viet Nam
- Very good oral and written communication skills in English and Vietnamese
- Highly motivated to be part of a dynamic cross-culture team working with the aim to contribute to the sustainable development of Vietnam without neglecting marginalized groups with more disadvantage conditions
- Good learning attitude, hardworking, ability to work very precisely
- Good sense of communication, organizational and analytical skills
- Experiences with software and applications including Microsoft Office Suite. Knowledge of SharePoint, OneDrive and Planner is a plus

- Willing to take on responsibility, work independently, self-development, and travel for work if necessary.

**Apart from a monthly allowance, successful candidates will enjoy professional and dynamic working conditions and good policies of training.**

Interested candidates are invited to send the application in English, including CV, cover letter, copies of relevant certificates and references to HR at email address [hr-giz@giz.de](mailto:hr-giz@giz.de), before **19 June 2022**.

**Note:** Please state “**Application for an internship at the Social Inclusion Component, Macro Programme**” in the subject line or on the envelope.

The short-listed candidates will be contacted within 1 week after the deadline. Telephone contact is not encouraged.

Please visit our page [Career Opportunities: GIZ Viet Nam](#) for more internship and job opportunities.

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