

# 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](http://www.giz.de/viet-nam).

The joint Vietnamese-German technical cooperation **Programme Reform of Technical Vocational Education and Training in Viet Nam (TVET Programme)** is financed 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, Invalides and Social Affairs (MoLISA). The TVET Programme aims at better aligning TVET in Viet Nam to the changing world of work by focusing on the following topics:

- Policy advice on the normative and administrative reform of the TVET system to adapt it to the changing world of work.
- Supporting eleven high-quality TVET colleges to provide modern training programmes that meet German standards and Vietnamese regulations and requirements.
- Promoting cooperation with the business sector.
- Fostering the digital transformation.
- Supporting quality assurance and sector monitoring of the partners.
- Promoting green TVET institutes and green skills.
- Enhancing the image of TVET and inclusion in the TVET system.

The project is offering an internship opportunity with following details.

## National Intern

Duty station: Ha Noi, Viet Nam

Duration: 09.2022-03.2023

**The National Intern will learn & practice by assisting the technical advisors/project officers of the programme in the areas of PR, Image, and Inclusion:**

- Assistance in maintaining and updating bilingual websites (English and Vietnamese) and social media (Facebook, Youtube), including writing articles and producing posts;
- Assistance in workshop and event preparation, organization, and management such as event checklists, participant registration, responses to participants' inquiries... (including Open Days, Girl Days, Inclusion Days at partner colleges);
- Support the organization of internal GIZ events, such as the weekly presentation exercise;
- Assistance in the preparation and production of communications materials such as leaflets, brochures, promotional items, success stories etc;
- Assistance in designing communications materials ;
- Support the implementation of capacity development measures on inclusion and PR & Communication;
- Support the promotion and administration of national scholarship scheme for female trainees and people with disabilities in programme supported occupation;
- Support policy advice activities on inclusion;
- Network with partners and stakeholders to promote TVET image and inclusion;
- Assist with translating documents and verifying translations (Vietnamese/English);
- Perform other duties and tasks at the request of management;

### Minimum requirements:

- Vietnamese citizen who is a final year university student or fresh graduate within 6 months after university graduation. Specializations in media, communication, public relations, marketing, social science, political

science, gender and diversity studies, sustainable development, or international relations or similar are preferred;

- Strong interest in sustainable development, education and training and inclusion;
- Strong interest in communications and online media;
- Experience in managing website/social media platform;
- Experience with implementing tasks and small projects in a timely and responsible manner;
- Good design skills are an asset (Photoshop, Adobe Illustrator, Canva...);
- Photo taking skills are an asset;
- First experiences with education and training projects, inclusion and gender equality measures are an asset;
- Good working knowledge of Microsoft Office;
- Strong verbal and written communication skills both in English and Vietnamese;
- Responsible, motivated, attention-to-detail, results-oriented working style;
- Willing to take on responsibility and travel to project sites for work if necessary;

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

Interested qualified candidates are invited to send the latest curriculum vitae, cover letter, copies of relevant certificates and references by email to [Isabelle.windhorst@giz.de](mailto:Isabelle.windhorst@giz.de) and [huyen.vu@giz.de](mailto:huyen.vu@giz.de) before **28th August 2022**.

**Note:** Please state “**Application for the National Intern – TVET**” 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.

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