



The ASEAN-Swiss TVET Initiative (ASTI) National Internship Announcement

GIZ is a federally owned enterprise and is supporting the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The **ASEAN-Swiss TVET Initiative (ASTI)** is a regional project designed by **the Swiss Agency for Development and Cooperation (SDC)** in close collaboration with ASEAN and key stakeholders in Cambodia, Lao PDR, and Myanmar. Proposed under the Initiative for ASEAN Integration (IAI) and endorsed by the ASEAN Senior Official Meeting on Education (SOM-ED), ASTI is currently being implemented at the national level in Cambodia, Laos, and Myanmar.

The project aims to equip young women and men, particularly those with limited education, early school leavers, and low-skilled workers, with relevant labour market skills to enhance their employability and integration into formal TVET systems. This is achieved by supporting the conceptualization, development, and implementation of a standardized Work-Based Learning (WBL) concept and its integration into the formal TVET systems of Cambodia, Lao PDR, and Myanmar (CLM).

ASTI aims to achieve the following anticipated outcomes:

- **Output 1:** Establish/enhance coordination among regulatory authorities and industry representatives of CLM and strengthen collaboration between Switzerland and ASEAN to promote exchange and best practices on WBL.
- **Output 2:** Integrate WBL into TVET systems through the issuance of WBL regulations and guidelines, including integration of WBL into NQF, and developed guidelines for assessment and certification, including recognition of prior learning (RPL).
- **Output 3:** Implement WBL for selected occupations in selected industrial sectors, including establishing National Occupational Skills Standards (NOSS) and qualifications/curricula for WBL implementation, assessment of trainees' skills, and certification of successful candidates.
- **Output 4:** Enable selected CLM industry representatives to take a leading role in WBL, supporting the development of sector-specific OS/qualifications/curricula, implementing WBL, assessing skills, and supporting the certification of trainees.

Through partnerships with relevant ministries, ASTI assists the national governments of Cambodia and Laos in their efforts to expand WBL opportunities within TVET for the target groups. Additionally, ASTI supports industry representatives (Chambers/Associations), implementing companies, and training institutions in setting up and conducting WBL programs. ASTI maintains a strong regional dimension, including activities involving other ASEAN Member States (AMS).

To support effective implementation of project activities, the **ASEAN-Swiss TVET Initiative (ASTI)** is seeking a motivated and enthusiastic full-time National Intern to join the team. This is

a 6-month internship (**01st April 2026 to 30th September 2026**), based at the Sayon Office in Phnom Penh.

Main tasks:

- Support daily operations and project activities, including training sessions, workshops, and webinars (agenda development, logistics arrangements, participant management, data collection, presentations, and overall reporting).
- Assist in implementing the project's communication visibility plan by taking photos, translating content, and coordinating with project partners' communication focal points for effective content distribution.
- Support the documentation of project activities by compiling technical documents (e.g., Standard Training Packages, Guidelines), updating stakeholder lists, and distributing knowledge materials.
- Participate in meetings and prepare meeting minutes and reports for supervisors in the preferred language (Khmer or English).
- Provide administrative support to the team as requested.
- Perform other project-related tasks as assigned by the supervisor.

Qualifications and Skills Required

- Undergraduate students in their final semester or fresh graduates in Economics, Social Sciences, Education, Engineering, Business Administration, or a related field.
- Strong interest in industry collaboration, especially within TVET-related topics.
- A background or coursework in TVET or education is highly preferred.
- Some experience in organizing events, trainings, workshops, or webinars.
- Strong interest in working in a diverse, cross-cultural team environment.
- Excellent written and verbal communication skills in Khmer and good command of English.
- Proficiency in MS Office tools (Word, Excel, PowerPoint, MS Teams).
- Strong organizational skills, attention to detail, and willingness to learn and develop new skills.
- Ability to work both independently and collaboratively.

Benefits of the Internship

By joining the ASTI team, the intern will gain:

- Regular mentorship and check-ins with a supervisor, including monthly reflections
- Development of professional skills in communication, stakeholder engagement, event organization, research, time management, and collaborative teamwork
- Exposure to GIZ internal working processes and engagement with government institutions, TVET industry representatives, and private-sector actors
- Opportunities to initiate activities with guidance and support from ASTI team
- Learning opportunities related to digital tools, working with data, communication strategies, as well as familiarity with industry collaboration and TVET-related topics
- A supportive learning culture emphasizing feedback, continuous improvement, and lifelong learning

How to Apply

Interested candidates are invited to submit the following documents to the contact details below, indicating "**National Intern for ASTI Project**" in the subject line:

- A cover letter
- An updated CV in English
- Most recent recommendation letters or academic references, if available (if providing more than one, please merge them into a single PDF).

Contact Details:

GIZ Office Phnom Penh

Email: hr-cambodia@giz.de

Closing date: 13 March 2026

Women, diverse people, and people living with disabilities who consider themselves to have suitable qualifications are encouraged to apply.

Only shortlisted candidates will be contacted for an interview within two to four weeks after the application deadline.

You can find this job advertisement on our Facebook page: www.facebook.com/gizcambodia and LinkedIn page: www.linkedin.com/company/giz-cambodia.

Important: All applications **must** be submitted directly to our official email address: hr-cambodia@giz.de. Applications will only be processed if submitted through this designated channel.

Privacy Notice for Applicants:

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is committed to protecting your personal data. All personal information you provide during the application process will be collected, processed, and stored in accordance with applicable data protection regulations, including the EU General Data Protection Regulation (GDPR).

By submitting your application, you consent to the processing of your personal data for recruitment purposes. Your data will be used solely within the context of the recruitment procedure and will not be disclosed to third parties without your consent, except where required by law. Your personal data will be retained only as long as necessary for the recruitment process and according to statutory retention periods.