

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Procurement and Logistics Intern (Deadline Extended)

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ currently is implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The **GIZ Office Vientiane** supports all GIZ Projects is currently seeking **one (1) Laotian Procurement and Logistics Intern, based in Vientiane Capital** for a duration of **six (6) months** starting as soon as possible.

MAIN TASK AND RESPONSIBILITIES:

- Assist to follow up, monitor the work progression of procurement and contracts, then inform the project and suppliers/contractor/regularly.
- Assist to follow up, monitor the work progression of Financing Agreement (FA); Local Subsidy (LS) with projects.
- Support to file, label, scan and arrange the documentation.
- Support to arrange/gather complete documentation of the suppliers/contractor/and projects.
- Support to arrange/gather a complete documentation of Financing Agreement (FA); Local Subsidy (LS).
- Support to search for quotation and assist to manage the office procurement.
- Support and coordinate with project and suppliers/contractor for goods delivery, physical check, and shipment matters.
- Support in checking the inventory files and database.
- Support in translating documents.
- Support in logistic matters, especially on implementing the sustainable guidelines: Hotel, events, and vehicle arrangement.
- Support in writing the minutes for and moderating the bi-weekly unit meetings.
- Occasionally writing the monthly staff meeting minutes.
- Facilitate and moderate the monthly team meeting.

REQUIRED QUALIFICATIONS:

- Student or recent graduate in the field of computer science and/or economics, business administration.
- Basic understanding of processes in information and communications technology.
- Excellent skills in Microsoft Office applications (Microsoft Word, Excel, PowerPoint, MS Teams, and Outlook).
- Effective communication skills in English language, knowledge of German language is an advantage.
- Effective communication skills and flexibility at work pressure.
- Good organizational skills.

INTERNSHIP BENEFIT

- Paid Internship
- Experience of working with an international Organization
- Certificate of Internship

HOW TO APPLY

Interested candidates are asked to submit

- A CV together with the certificate (or enrolment certificate)
- A cover letter, stating your motivation.

Please submit these required documents to the HR Division of GIZ office Vientiane, with **the Subject Title of the "Procurement and Logistics Intern in GIZ Office"** at job-gizlaos@giz.de by **16:30 pm on 06th February 2025**.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse culture background, and with disabilities are most welcome.



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