

# We are Hiring now!



## Forest-based Value Chains 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 **“Protection and Sustainable Use of Forest Ecosystems and Biodiversity” (ProFEB) Project**, a part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and financially supported by EU co-financing donors is currently seeking **one (1)** Laotian Intern, based in Vientiane Capital for a duration of **six (6) months** starting from as soon as possible.

### MAIN TASK AND RESPONSIBILITIES:

- Assist in the preparation of presentations or meeting minutes for internal project meetings or events with partners.
- Assist in creating content for internal communication, the project's website, and social media platforms.
- Assist in translating presentations, event documents (e.g., agenda, briefing notes etc.) or other project documents (English – Lao and Lao – English).
- Support the coordination of logistics for meetings and field visits, including scheduling, travel arrangements, budget planning, venue setup, and travel settlements together with the project and administrative team.
- Support the coordination with project partners.
- Conduct internet research on related topics (e.g. forest management, forest policies, conservation strategies, and sustainable forestry practices).
- Review documents (e.g., research papers, policy documents, and case studies).

### REQUIRED QUALIFICATIONS:

- Recent graduate preferably in a related field (e.g. English, Educational Theory, Forestry).
- First experience in translating documents, presentations etc. from Lao to English and vice versa is a plus.
- Preliminary skills in organizing events and meetings are a plus.
- Attention to detail in research, data analysis, and documentation.
- General knowledge of Microsoft Office tools (outlook, teams, word, excel, power point).
- Good English and Lao skills.

### EMPLOYEE BENEFIT

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

### HOW TO APPLY

Please submit the cover letter and CV together with relevant certificates and references by email to [job-gizlaos@giz.de](mailto:gizlaos@giz.de), HR Division of GIZ Office Vientiane by stating **the exact job title in the Subject** by **16:30 pm on 23<sup>rd</sup> January 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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