

# We are hiring now !



## Administrative Intern

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 project “**Protection and Sustainable Use of Forest Ecosystem and Biodiversity (ProFEB)**” as 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 **two (2) Interns in Vientiane Capital with regular travels to Khammouane province** for a duration of 6 months from 01.02.2025-31.07.2025.

### MAIN TASKS AND RESPONSIBILITIES:

- Facilitate on organizing events, workshops and meetings.
- Logistic support for organizing events, workshops and meetings (Sending invitation letters, confirm participants, copy handouts, registration, coffee break, etc.).
- Arrange moderation boxes for events, workshops and meeting.
- Prepare label on the envelop of newsletters, letter, invitation for sending to partners and stakeholders.
- Support on monitoring of bill for electricity fee, telephone bill, etc.
- Support for checking equipment and inventory.
- Support the field activities when needed.
- Pre-check the settlement of Local subsidy as needs.
- Support basic documents translation as needs.
- Manage office stationery and office supply.
- Monitor on bill collecting and payment (electricity fee, telephone bill, etc.).
- Perform other tasks as request related to logistic, procurement and administration.

### REQUIRED QUALIFICATIONS:

- Student or recent graduate in any field.
- Good written and oral skills in English.
- Good knowledge of ITC technologies (related software, phone, email) and computer applications (e.g. MS Office).
- Basic knowledge on gender streaming.
- Ideally, a knowledge of German, or the European language widely used in the country.
- Sensitivity in handling and disposing of documents which may be important.
- Reliability and good organisational skills, appropriate appearance, and clothing.
- High perceptiveness, independence, conflict ability, loyalty.

### 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 Administrative Intern, ProFEB Project**”, at [job-gizlaos@giz.de](mailto:job-gizlaos@giz.de) by **16:30 pm on 2<sup>nd</sup> January 2025**.

### INTERNSHIP BENEFITS

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

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

**Applications from women, persons from diverse cultural backgrounds, and with disabilities are most welcome.**

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