

We are Hiring now!



Forest-based Value Chains Intern (Re-advertisement)

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 January 2025.

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, HR Division of GIZ Office Vientiane by stating **the exact job title in the Subject by 16:30 pm on 6th 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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