

# We are Hiring now!



**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

## Procurement and Logistics 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 **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](mailto:job-gizlaos@giz.de) 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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