

# We are Hiring now!



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

## 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 “**Land Management & Decentralized Planning Program (LMDP IV)**” as part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development is currently seeking **One (1) Intern in Vientiane Capital for a duration of 6 months starting from 01.02.2025-31.07.2025.**

### MAIN TASK AND RESPONSIBILITIES:

- General support for sector coordination, and implementation of activities of the Ministry of Natural Resources and Environment (MoNRE) and the Ministry of Agriculture and Forestry (MaF).
- Assist in organizing and conducting events, workshops, and trainings in close coordination with government and development partners (including preparing agendas, budget plans, making payments, and writing meeting minutes).
- Support with documents and interpretations from Lao to English and vice versa during meetings, conducting workshop and training with partners.
- Support on preparation and closing of Financing Agreements in close coordination with government partners on national, province, and district level.
- Technical support in summarizing and preparing lessons learnt documentation, including PowerPoint presentations and short concepts.
- Support to overarching project activities, including facilitation of events and support to team-building activities.

### REQUIRED QUALIFICATIONS:

- Student or recent graduate in faculty of agriculture or natural resources and environment or forestry and social science.
- Very good skills in Microsoft 365 applications like Microsoft Word, Excel, and PowerPoint as well as business communication tools.
- Good written and oral skills and communication in English.
- Willingness to work in an international team to implement activities with the public and private sector in Lao PDR.

### 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 “Administrative Intern in LMDP IV”** 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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 [www.giz.de/en/worldwide/371](http://www.giz.de/en/worldwide/371)