

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Communications 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 Communications Intern, based in Vientiane Capital** for a duration of **three (3) months** with possible of 3 months extension.

MAIN TASK AND RESPONSIBILITIES:

- Assisting the Communication Specialist in screening and quality control of publications to meet with standards and guidelines of GIZ and its commissioners.
- Assisting in managing the GIZ Laos social media content, i.e., screening, publishing, data collection, and creating a social media report/analysis.
- Assisting the Communication Specialist with the coordination and production of communication materials (i.e., promotional items, publications, fact sheets, posters, notebook, wall calendar).
- Supporting the Communication Specialists together with the project PR Focal Points promoting project implementations and impacts.
- Supporting the organisation of meetings & events, photography, and the coordination with press agencies.
- Screening corporate design materials (e.g., business cards, door sign, car stickers).
- Verifying the execution of data protection regulations (e.g., photo consent).
- Supporting the design of suitable communication instruments according to GIZ guidelines and templates.
- Providing editorial support for content of the GIZ Laos website, intranet and Facebook account.
- Assisting with filing and archiving of PR/communication products.
- Performing further duties and tasks on request of the management.

REQUIRED QUALIFICATIONS:

- Student or new graduate in the field of communication (media, PR, journalism, internal communication or other related)
- Excellent knowledge of ICT (related software, phone, email) and computer applications (e.g., MS Office, graphics applications)
- Good content production and management skills of social media & webpages
- Good written and oral skills in English
- Good storytelling skills are an advantage
- Basic knowledge on gender mainstreaming in PR materials is an advantage
- Photography skill is an advantage

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 "Communications Intern in GIZ Office"** at job-gizlaos@giz.de by **16:30 pm on 9th April 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.

 <https://www.facebook.com/GIZLaos>

 www.giz.de/en/worldwide/371