

We are Hiring now!



IT 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, sustainable economic development as well as good governance. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The Climate Protection through Avoided Deforestation and Implementation of the Governance, Forest Landscapes and Livelihoods (**CLIPAD/I-GFLL**) project, a part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and financially supported by the Green Climate Fund (GCF), is currently seeking **(6) six IT Interns** in Houaphan, Luang Prabang, Sayabouly, Luang Namtha, Bokeo and Oudomxay provinces for a duration of **Four (4) months** starting as soon as possible.

MAIN TASK AND RESPONSIBILITIES:

Task 1: Inventory Assessment

- Conduct a comprehensive inventory of all computer systems, including office desktops, laptops, and personal laptops (if used for work purposes).
- Compile a detailed list of all computers, including the serial number, user(s), brand, and model.

Task 2: IT System Check and Assessment

- Verify the installation and functionality of essential software, including Microsoft Office, web browsers (Chrome/MS Edge), and the Phetsarath OT 2012 font. Test key database functionalities, such as exporting to Word/Excel and specific database features (e.g., BRP function).
- Assess the availability and speed of internet connections, optimizing them where necessary for the Monitoring and Evaluation (M&E) team.
- Confirm the proper functioning of printers in offices where printing is actively required.

Task 3: Problem Resolution

- Identify and resolve IT-related issues for each assessed system.
- Where problems are encountered, take appropriate action to resolve them (e.g., reinstall software, optimize network settings).
- If a problem cannot be resolved, provide a clear explanation of the issue and why it remains unresolved.

Task 4: Reporting

- Prepare a brief report (1-2 pages) summarizing the general IT situation, highlighting any systemic issues.
- Include the results of the inventory, with detailed records annexed.
- For each computer assessed, provide a completed checklist that outlines:
 - Items that were checked (as per the checklist provided by GIZ).
 - Actions taken, with a brief explanation (e.g., "software reinstalled").

REQUIRED QUALIFICATIONS:

- IT degree and/or IT experience.
- Experience in installing (Windows and MS Office) software and resolving IT problems.
- Basic skills in Microsoft 365 applications like Microsoft Word, Excel, and PowerPoint as well as business communication tools.
- Willingness to travel to and work in provinces and districts (note: per diem will be paid by GIZ).
- Good team player.

EMPLOYEE BENEFIT

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

HOW TO APPLY

Interested qualified candidates are invited to download the [GIZ Application Form](#) and send the completed form including 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 22nd December 2024**.

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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