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| INTERNSHIP OPPORTUNITY |

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in four priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy; 4) Sustainable Economic Development. Gender equality is one of the key values of our company and of the work we do. Fostering gender equality in our project operation and our internal equal opportunity provisions are two strategic pillars of our corporate identity and policy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam" \t "_blank" \o "http://www.giz.de/viet-nam).

Within the Coast and Water Unit under Environment and Climate Change Cluster (Green cluster - comprising all projects from priority area 2), projects with a focus on Vietnam as well as a number of regional initiatives are bundled. The team is distributed over locations in Vietnam: Hanoi, Can Tho.

All development projects under the Coast and Water unit are funded by the governments of Viet Nam and Germany and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). Its objective is to support the Vietnamese authorities on their path for a sustainable development of the Mekong Delta through the climate-resilient management of natural resources along the coast. There are divided into four fields of activity:

1. Establish an institutional framework to facilitate regional coordination of climate-resilient development in the Mekong Delta;
2. Improve investment planning at regional level for the climate-resilient and gender-sensitive management of water resources in urban and rural areas;
3. Apply innovative technologies and interventions to combat coastal and riverbank erosion, thus rendering rural infrastructure and ecosystems more climate-resilient;
4. Roll out climate-smart and water-sensitive urban infrastructure.

The Coast and Water Unit has a comprehensive workplan focused on three key areas: urban resilience, water and regional coordination, aquaculture, disaster risk management in the Mekong Delta. To effectively carry out activities for regional coordination, additional human resources are required.

Coast & Water Unit is offering the internship opportunity as below:

**National Intern**

Duty station: 14 Thuy Khue, Tay Ho, Hanoi Office

Duration: 6 months, starting as soon as possible

**The Administrative Intern will learn & practice by assisting the project staff in different activities in terms of administration**:

* Support reception function for GIZ-Coast and Water Unit location, one of the Green cluster offices in Hanoi.
* Assist operation function for telephone network to ensure the smooth operation of the office: answers, reviews, forwards and/or takes calls.
* Support to prepare logistics and documents for events in the office and at site.
* Assist to manage incoming and outgoing correspondences (post, fax, mails).
* Photocopies and scans documents as needed.
* Support for project teams in logistic services (workshops, meetings, etc.).
* Support for sustainable green daily operation of offices.
* Assist in translating short documents and filing document.
* Performs other duties as assigned.

**Minimum requirements:**

* Vietnamese nationality.
* Currently undertaking postgraduate/bachelor studies in business administration, social science or related areas.
* Independent and well-organized with good communication skills.
* Able to work under pressure and handle multi-tasks.
* Customer-oriented and strong sense of responsibility.
* Familiar with PC applications.
* Having IT knowledge and German are a plus.
* Experiences in an intercultural and multi-lingual context gained by way of internships and/or academic exchanges. Experiences in foreign countries are an asset.
* Excellent oral and written communication skills in English and Vietnamese.
* The internship requires university enrolment or the finalization of your degree no longer than six months ago upon commencement of the internship.

**Apart from a monthly allowance, successful candidates will enjoy professional and dynamic working conditions and good policies of training**

Interested qualified candidates are invited to send the latest curriculum vitae, cover letter and copies of relevant certificates and references by email to minh.vuhoangngoc@giz.de (for Hanoi office) not later than **9th March 2025.** Early applicants will be prioritized.

Note: Please state “**Application for the Internship – C&W Unit in Hanoi”** in the subject line. Only shortlisted candidates will be contacted after the deadline. Telephone contact is not encouraged.

Please visit our page at <https://www.giz.de/en/worldwide/109163.html> for more internship and job opportunities.

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