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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).

The priority area Environmental policy and sustainable use of natural resources is covered by the “GIZ Green Cluster”. The Green cluster currently comprises a total of four teams in the thematic areas of climate policy, coast and water, agriculture, biodiversity and forests. The thematic area “biodiversity and forests” includes the projects “Support to the implementation of the FLEGT VPA”, “Sustainable Forest Management” and “Protection and Management of Protected Areas with diverse ecosystems in Viet Nam”. The projects are implemented together with the Ministry of Agriculture and Rural Development (MARD).

The Cluster is looking for **three** (**03) qualified national interns** to fill the following position of:

**National Interns**

Duty station: Ha Noi, Viet Nam

Duration: 06 months, starting January 2025

**The National intern is expected to learn and practice by providing support and assistance to the project in various activities:**

* Support in monitoring and evaluation of the technical activities (formatting documents, uploading documents to required platforms, etc).
* Support records management (e-filing) and knowledge management towards the project closing
* Provide assistance in organization of the internal meetings, project events with partners (preparation, taking minutes, coordinating the participation, logistic arrangement of the field mission, etc.) when needed. Participate in the internal weekly team meetings & technical exchanges as well as external thematic meeting, workshops organized by partners and report back to the team;
* Assist in technical activities, including elaboration of ideas/concepts; drafting terms of references/minutes of meeting; data collection; desk research; presenting specific topics at the project’s technical exchanges;
* Provide translation and interpretation services when needed (English and Vietnamese);
* Contribute to promoting gender equality and diversity in the project activities and among the team
* Perform other duties and tasks as required.

**Requirements:**

* Vietnamese nationality.
* Currently undertaking (**at least third year of study**) or has recently completed postgraduate/bachelor studies in forestry, environment, economics or related fields, **no longer than six months from the date of graduation.**
* Ability to arrange his/her timetable to take a full-time internship (40 hours/week)
* Has an interest in the forestry sector, in particular sustainable forest management is an asset.
* Previous experience in international development cooperation is an asset.
* Excellent oral and written communication skills in English and Vietnamese.
* Strong MS Office, organizational and analytical skills.
* Highly motivated to learn and willing to contribute to a sustainable forestry sector of Viet Nam in an international setting.
* Highly responsible, flexible, goal-oriented and constructive as a team member.

**Apart from a monthly allowance, 24/7 accident insurance, 1,5 days annual leave per month, the successful candidates will enjoy professional and dynamic working conditions.**

Interested qualified candidates are invited to send the following documents in English to Ms. Vũ Tá Vi Khanh: [khanh.vuta@giz.de](mailto:khanh.vuta@giz.de) **before 23rd December 2024**.

• Cover/Application letter explaining your motivation and qualification (max 400 words),

• Your CV

• Certificates (university and IELTS/or TOEFL) for evaluation - if available.

Note: Please state “**Application for the Internship – Green Cluster**” in the subject line. Only short-listed 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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