

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.

Projects that work on topics such as agriculture, climate policy, coastal protection, water, forest and biodiversity or that generally fall under GIZ Viet Nam's second priority area "environmental policy and sustainable natural resource use" are currently allocated to the Environment and Climate Change Cluster. The Cluster is a higher-level structure that ensures the management of the Cluster portfolio and the strategic alignment of Cluster projects, engages with commissioning parties, GIZ Viet Nam country office and Vietnamese partner organizations on different topics, facilitates exchange and knowledge management within the Cluster, among others. The Cluster is led by the Cluster Coordinator who is supported by several staff members dedicated specifically to the Cluster.

The Environment and Climate Change Cluster is looking for a local qualified candidate to fill the following position:

National Intern

Duty station: 14 Thuy Khue, Hanoi, Viet Nam
Duration: 6 months starting from 01st November 2024

The National Intern will learn and practice by supporting the Finance and Administrative functions of the Environment and Climate Change Cluster. The intern will work closely with the F&A team and cluster staff to ensure the smooth execution of day-to-day activities and contribute to cluster-specific financial tasks.

Key Responsibilities

- Assist with office administration, including maintaining filing systems and inventory of office supplies.
- Provide front-desk coverage by welcoming guests, managing incoming/outgoing correspondences (mails, shipments) and maintaining an organized, clean office environment.
- Assist in coordinating room bookings and managing office space usage.
- Provide logistical support for meetings, events, and travel arrangements.
- Assist bookkeeping department with invoice, voucher checking and financial documentation.
- Support in procurement, contract preparation, processing vouchers.

- Other activities and learning areas as assigned.

Requirements

- Vietnamese citizen, who are in the last year of their study or newly graduated students within 6 months upon commencement of the internship.
- Graduated from University in Finance, Economics, Accounting, Business Administration, Communication, Media or related to one of the projects.
- Good communication skills.
- Able to work under pressure and handle multi-tasks.
- Good at excel and words.
- Good command of spoken and written English.

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 linh.dam@giz.de not later than **25th October 2024**.

Note: Please state “**Application for 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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