**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).

Through the International Climate Initiative (IKI), GIZ has been commissioned by the German Federal Ministry for the Economic Affairs and Climate Action (BMWK) with the project for Support to Viet Nam for the Implementation of the Paris Agreement II. The lead executing agency is the Ministry of Natural Resources and Environment (MONRE), further implementing partners are Ministry of Agriculture and Rural Development (MARD), Ministry of Transport (MOT) as well as the provinces of Quang Binh and Ha Tinh.

The project aims to support Viet Nam’s development pathway and its consistency with a just net-zero transition in line with the Paris Agreement, the Kunming-Montreal Global Biodiversity Framework (GBF) and the 2030 Agenda on Sustainable Development. The project works with MONRE to address the Ministry’s specific capacity gaps regarding coordination mechanisms that continue to be a barrier to integrate climate and biodiversity considerations across key ministries and at provincial level. The agriculture sector is targeted in cooperation with MARD and selected provinces to boost capacity on Nature-based Solutions for Adaptation (NbSA). The project also serves as an interface for all projects in Viet Nam that are financed through IKI and promotes knowledge management and exchange, and the use of gender-responsive approaches in all instances and at all levels.

The project is looking for a local qualified Intern for an internship opportunity:

**National Intern**

**support the PR & Communications activities of VN-SIPA II project**

Duty station: 14 Thuy Khue Street, Tay Ho District, Hanoi

Duration: 3-6 months starting from March 2025

**Under the guidance of the PR & Communications Officer, the National Intern will learn & practice in different activities:**

**PR and Communications:**

* Assist in the development and implementation of PR & Communications strategies for the VN-SIPA project
* Assist in the content development of VN-SIPA projects’ communications products such as articles, infographics, social media posts, videos…
* Support communications activities before and after the event including website updates, social media campaigns, emails, press release and other media types.
* Collaborate with graphic designer and visual media specialists on creative services of video, visual products, banners, backdrop, and publications...
* Maintain and update database of the International Climate Initiative (IKI) Viet Nam website
* Track and analyse the usage and performance of the IKI Viet Nam website

**Event Organisation:**

* Support event organization by managing registrations, sending emails, collecting presentation slides…
* Provide logistics coordination with providers, including QR code and document printing, event material setup, and managing the welcome desk
* Perform additional tasks assigned by the team

**Minimum requirements:**

* Vietnamese citizen, who is currently undertaking or completed the bachelor/ postgraduate studies within the last six months (upon commencement of the internship)
* Major in PR, communications, marketing, or related field
* Experience in Graphic design and using Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro, etc.).
* Experience with Website and Newsletter platforms such as WordPress and Mailchimp… is an advantage
* Knowledge on climate change, sustainable development is an advantage
* Sensitivity to content creation and graphic design is essential.
* Strong verbal and written communication both in English and Vietnamese.
* Good time management skills and ability to handle multi tasks.
* Good computer skills in MS office (Word, Excel, PowerPoint, Microsoft Teams).
* Good interpersonal skills, responsible, motivated, positive, attention-to-detail and result-oriented

**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 office.sipa@giz.de **before 9am, 18 February 2025:**

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

• Your CV

• Certificates (e.g., university degrees, English language proficiency exams) for evaluation.

**The internship is expected to start from March 2025 and lasts for 6 months in total.**

Note: Please state “**Application for the Internship – PR & Communications**” 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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