

HR Service Request Form National Intern recruitment

The HR Service Request Form and required documents needs to be submitted in full to the responsible HR Specialist:

- **at least 3 working days** before the expected publishing date of internship opportunity announcement
- **at least 7 working days** before the start date of the internship agreement.

HR Specialist responsible for internship opportunity announcement: thuy.duong@giz.de.

HR Specialist responsible for internship agreement preparation: ha.nguyen4@giz.de.

Find the policy on national intern with relevant templates [here](#).

Project name:

- Support to the implementation of the FLEGT VPA (FLEGT),
- Sustainable Forest Management (SFM),
- Protection and Management of Protected Areas with diverse ecosystems in Viet Nam (MEPA)

Name of the project's AV (Auftragsverantwortlicher/ Commission Manager): Anja Barth

Name of the project's authorized person who will sign in the internship agreement: Anja Barth

Project number with 12 digits: 19.2249.1-001.00 (FLEGT), 19.2276.4-001.00 (SFM), 23.2109.9-001.00 (MEPA)

Note: Total is 03 national interns. 01 intern would be booked on SFM, FLEGT, MEPA 100% each

% output distribution according to KOMP if any				
O1	O2	O3	O4	O5

Internship duration (maximum 6 months): tentatively from 10 January 2025 to 09 July 2025 (03 national interns)

Duty station: Ha Noi

Name and title of the mentor: To Thi Thu Huong – Senior Project Officer, SFM Project

Name and title of the disciplinary manager (band 5 or above staff): Carina van Weelden – Implementation manager, SFM Project

Internship allowance: 5,500,000 VND/ month gross, including all related expenses

Required document for internship opportunity announcement:

Learning areas

Required documents for internship agreement preparation:

Approval for the intern selection

CV of the selected intern

Scanned identity card of the selected intern

Scanned student card/Degree or any equivalent documents to prove that the selected intern is currently undertaking or completed the bachelor/postgraduate studies within the last six months

GIZ Intern information form

Confidential document

	Prepared by	Approved by the AV/ Authorized person <i>(the authorization letter is required)</i>
Date and E-signature (Full name, function, project, OE)	06 December 2024 Carina van Weelden, DV, SFM, OE 2A00 Carina van Weelden, Implementation manager, SFM project, OE 2A00	06 December 2024 Anja Barth, Commission manager, FLEGT, SFM and MEPA project, OE 2A00