

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: Mekong Delta Climate Resilience Programme (MCRP)

Name of the project's AV (Auftragsverantwortlicher/ Commission Manager): Dana Julia Loew

Name of the project's authorized person who will sign in the internship agreement: Phung Thi Thuy Anh

Project number with 12 digits: 17.2076.2-003.00

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

Internship duration (maximum 6 months): tentatively from 09.01.2025 to 10.06.2025

Duty station: Can Tho

Name and title of the mentor: Nguyen Thuy Linh

Name and title of the disciplinary manager (band 5 or above staff): Phung Thi Thuy Anh, Green Cluster F&A Team Leader

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

	Prepared by	Approved by the AV/ Authorized person <i>(the authorization letter is required)</i>
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Date and E-signature (Full name, function, project, OE)	Phung Thi Thuy Anh, F&A Team leader, MCRP, 2A00	Dana Julia Loew, AV, MCRP, 2A00
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