

## 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](mailto:thuy.duong@giz.de).

HR Specialist responsible for internship agreement preparation: [ha.nguyen4@giz.de](mailto:ha.nguyen4@giz.de).

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

Project name: **Project Development Programme (PDP)**

Name of the project's AV (Auftragsverantwortlicher/ Commission Manager): **Markus Bissel**

Name of the project's authorized person who will sign in the internship agreement: **Markus Bissel**

Project number with 12 digits:

**22.9014.6-029.00 (80%)**

**23.9033.4-009.00 (20%)**

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

Internship duration (maximum 6 months): tentatively from **13 Jan 2025** to **12 Jul 2025**

Duty station: **Ho Chi Minh City**

Name and title of the mentor:

**Doan Tran Thao Nguyen – PDP – Project Officer**

**Pham Thanh Hai – PDP-H2 – Project Officer**

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)	13.12.2024 Doan Tran Thao Nguyen, 2A00, Project Officer, PDP	17.12.2024 Markus Bissel, Projekt Director TEV, 2A00)
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