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| 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" \t "_blank" \o "http://www.giz.de/viet-nam).

Through the International Climate Initiative (IKI) GIZ has been commissioned by the German Federal Ministry of Economic Affairs and Climate Action (BMWK) with the implementation of the “Support to Vietnam for the Implementation of the Paris Agreement II” project (short: “VN-SIPA II”) for a 5-year period from 2023 to 2028. The IKI is implemented by the BMWK in close cooperation with the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection and the Federal Foreign Office. The lead executing agency on the Vietnamese side is the Ministry of Natural Resources and Environment (MONRE), further implementing partners are the Ministry of Agriculture and Rural Development (MARD), the Ministry of Transport (MOT), the National Biodiversity Conversation Agency (NBCA) 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 Convention on Biological Diversity, 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 transport sector, which is an important contributor of GHG emissions, is supported in collaboration with MOT to promote a low-carbon transition of the freight sector. 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 candidate to fill the following position:

**National Intern**  
Duty station: 14 Thuy Khue Street, Hanoi  
Duration: 6 months, from 15/04/2025 to 14/10/2025

**Main learning areas during the internship: t**he intern will learn and practice to perform the specific tasks by supporting the project team in following activities:

*Technical:*

• Legal and policy framework in the field of Climate change mitigation and adaptation in Viet Nam

• Policy development and policy advice procedures in the Climate change sector

*Operational:*

• Project activity planning and implementation

• Event planning and organisation

• Documentation of working results (note taking, progress reporting...)

• Contractual and logistics

• Negotiation skills in a multi-cultural environment (in meetings, exchanges, discussion...)

**The intern will conduct the following types of activities:**

*General Administration:*

• Assist the project admin team in filing documents as required

• Update and support the maintenance of project administrative folders and files

• Support in translating the payment dossiers

• Assist to manage incoming and outgoing correspondences (post, fax, mails)

• Support for sustainable green daily operation of offices

• Assist in asset monitoring and update.

*Travel services, logistic arrangement support:*

• Support in provision of information on travel arrangement, GIZ rules and guidelines in

consultation with the admin officer

• Provide support for logistic arrangement and event organization.

*Contracting and Procurement support:*

• Assist in preparation and compilation of the contracts and procurement dossiers, translating the

necessary documents as required

• Assist in process of payment/liquidation such as timesheet check, deliverables collection.

**Minimum requirements:**

* Vietnamese citizen, who is currently undertaking or recently completed postgraduate studies in environment, economics, political science or a comparable study. A master’s degree is an asset.
* The internship requires university enrolment or the finalization of your degree no longer than six months ago upon commencement of the internship.
* Very good oral and written communication skills in English and Vietnamese;
* Very good communication skills;
* Very good at excel and words;
* Able to work under pressure and handle multi-tasks;
* Experience with graphic design and innovative communication and visualization tools is an asset;
* Experience in PR and communication work is an asset;
* Experiences in an intercultural and multi-lingual context gained by way of internships and/or academic exchanges;
* Highly motivated to learn and to contribute to a young and dynamic team of international and national staff with the aim to enhance climate politics in Viet Nam, and willing to take responsibility, work independently and efficiently.

**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 [office.sipa@giz.de](mailto:office.sipa@giz.de) before **08th April 2025**.

Note: Please state **“Application for Internship – SIPA II project”** 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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