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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)

The global programme “[Go Circular](https://www.giz.de/en/worldwide/109471.html)” is commissioned by German Federal Ministry for Economic Cooperation and Development to support the transition to a Circular Economy at global level and in the three partner countries: Colombia, Ghana and Viet Nam. Go Circular works in three priority areas: 1) Promoting innovation (technologies and business models), 2) Scaling up solutions and 3) Action in global alliances. The global programme currently addresses three material flows: plastics, electrical and electronic equipment, batteries, and organic waste – with the potential to expand to others. Cross-cutting themes pursued are climate and the Circular Economy, including integration with Nationally Determined Contributions (NDCs) from the Paris Climate Agreement, digitalisation and the Circular Economy, as well as financing the Circular Economy. In Viet Nam the project works with the Ministry of Planning and Investment (MPI) [now: Ministry of Finance (MOF)] as political partner.

The project is offering an internship opportunity with details below.

**National Intern Go Circular**  
Station: Tay Ho District, Hanoi, Viet Nam  
Duration: 6 months, starting at the 1st of June 2025

**Main activities**

The intern will learn and practice to perform the specific tasks by supporting the project team in following activities:

* Conduct desk-based research and compile briefings as well as tables on relevant topics to the project such as on key economic sectors, national and international regulations
* Knowledge management (incl. structured filing of documents and maintaining Excel databases)
* Translation and proof-reading of technical documents and other texts
* Drafting reports, communication stories and other texts for various purposes and target groups
* Creation of PowerPoint presentations and overseeing the layouting of publications in accordance with the corporate design regulations
* Documentation of meetings and events, taking notes, photos or short video clips as required
* Administrative tasks relating to administrative procedures and contracting

**Learning fields**

Throughout the internship, the selected candidate will have the opportunity to deepen their knowledge on relevant topics, such as circular economy, private sector development and finance, and get to know relevant stakeholders and organisations. The intern will have an opportunity to apply their theoretical knowledge from university, while experiencing the work approach and environment in an international organisation such as GIZ.

**Requirements**

* Vietnamese citizen, who is currently undertaking or completed the bachelor/ postgraduate studies within the last six months (upon commencement of the internship)
* Available to work in Hanoi (ideally full time)
* Graduated from University in Finance, Economics, Business Administration, Sustainability Management or another subject area relevant to the project topics
* Interest in circular economy, private sector development and finance
* Very orderly and detail-oriented in performing tasks
* Excellent at spoken and written Vietnamese and English, as well as translation between the two
* Strong command of office applications (Word, PowerPoint and Excel)
* Ability to quickly analyse and summarise information
* Proactive work attitude and teamwork orientation
* Good communication skills
* Able to work under pressure and handle multiple tasks

**Apart from a monthly internship allowance, the successful candidate will enjoy good learning environment and professional and dynamic working conditions.**

Interested candidates are invited to send the latest curriculum vitae, cover letter and copies of relevant certificates and references by email to <hr-giz[@giz.de](mailto:hr-giz@giz.de)> not later than13th of May 2025.

Note: Please state “**Application for the Internship –** **Go Circular**” in the subject line, and clearly **indicate how you fulfill the requirements in your cover letter**. 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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