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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 priority area Environmental policy and sustainable use of natural resources is covered by the “GIZ Green Cluster”. The Forest and Biodiversity (FOBI) Unit in the Green cluster currently comprises a total of four teams in the thematic areas of climate policy, coast and water, agriculture, biodiversity and forests. The thematic area “biodiversity and forests” includes the projects “Support to the implementation of the FLEGT VPA”, “Upscaling of Sustainable forest management and Certification in Vietnam” and “Management and Protection of Protected areas with diverse ecosystems in Viet Nam” (MEPA), and the EUDR Engagement Project. The projects are implemented together with the Ministry of Agriculture and Environment (MAE).

The MEPA project funded by BMZ and implemented by GIZ together with the Viet Nam Forestry Administration with the duration from 2025 to 2028 aims to enhance regulatory, institutional and technical capacities for implementing integrated management of protected areas among the responsible authorities and the local population. The project interventions focus on: 1) Improving the regulatory framework for an integrated management of protected areas in general and in three selected areas, 2) Developing financing instruments, 3) Progressing the approach for ecosystem restoration, as well as 4) Advancing the approach for sustainable, community-based tourism. The collaboration with the management boards of the three protected areas, as well as with the provincial and national authorities will ensure sustained technical capacity building results as well as advancing the overall regulatory and institutional framework. Potentials for fostering gender equality are used throughout all activities.

It is essential to systematically consolidate, document, and communicate the wealth of knowledge, results, and tools the projects FOBI unit have generated. These outputs are critical not only for preserving institutional memory within GIZ Viet Nam and its partner institutions but also for informing future project design, improving internal learning, and supporting the scaling-up of proven approaches at both national and regional levels (knowledge continuity).

The project “Management and Protection of Protected areas with diverse ecosystems in Viet Nam” (MEPA) is offering an internship opportunity with details as follows:

**National Intern (Knowledge management)**

Duty station: Ha Noi, Viet Nam

Duration: 06 months, starting from August 2025

**The National Intern is expected to learn and practice by providing support and assistance to the project, focusing on knowledge management:**

* Check and adjust the records in the Project Files (data management system of the projects) for compliance with the internal regulations on record criteria (finality, names, format), including data protection regulations.
* Under the guidance of relevant staff, involve in reorganization (converting, moving, adding, creating shortcuts, replacing, deleting) of records in the data management system.
* Participate in the delivery of records from the technical team to the record managers.
* Populace the Projects’ HDD with large files that must be stored therein based on the archival standard. Participate in cleaning up files from MS team after the records have been archived on the cloud storage or HDD, especially after activity completion.
* Participate in the projects’ knowledge dissemination activities including the preparation of product lists with proper hyperlinks, handing over products to stakeholders, displaying in other formats such as poster and website.
* Provide translation and interpretation service upon request.
* Assist in knowledge management assignment collaborating with GIZ headquarter and support an external international consultant as Vietnamese buddy.
* Provide assistance in organization of the internal meetings, project events with partners (preparation, taking minutes, coordinating the participation, logistic arrangement of the field mission, etc.) when needed.
* Participate in the internal weekly team meetings & technical exchanges as well as external thematic meeting, workshops organized by partners and report back to the team.
* Assist in establishing the M&E structure and processes for the new MEPA project technical activities, including support in the development of standardised formats, data collection; desk research; presenting results.
* Perform other duties and tasks as required.

**Requirements:**

* Vietnamese nationality.
* Currently undertaking (at least third year of study) or has recently completed postgraduate/bachelor studies in forestry, environment, economics or related fields, no longer than six months from the date of graduation.
* Ability to arrange his/her timetable to take a full-time internship (40 hours/week)
* Has an interest in knowledge management, file archive, information management system, etc. is an asset.
* Previous experience in international development cooperation is an asset.
* Excellent oral and written communication skills in English and Vietnamese.
* Strong MS Office, organizational and analytical skills.
* Highly responsible, flexible, goal-oriented and constructive as a team member.

**Apart from a monthly allowance, successful candidates will enjoy good learning environment and professional and dynamic working conditions and good policies of training.**

Interested qualified candidates are invited to send their application including Cover letter, CV and relevant academic certificates/references to Ms. Phan Thu Trang via email: trang.phan@giz.de with the email subject **“Application for National Intern – Knowledge management FOBI”**. Deadline for application is **25th July 2025.**

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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