**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).

Projects that work on topics such as agriculture, climate policy, coastal protection, water, forest and biodiversity or that generally fall under GIZ Viet Nam’s second priority area “environmental policy and sustainable natural resource use” are currently allocated to **the Environment and Climate Change Cluster**. The Cluster is a higher-level structure that ensures the management of the Cluster portfolio and the strategic alignment of Cluster projects, engages with commissioning parties, GIZ Viet Nam country office and Vietnamese partner organizations on different topics, facilitates exchange and knowledge management within the Cluster, among others. The Cluster is led by the Cluster Coordinator who is supported by several staff members dedicated specifically to the Cluster.

*The Environment and Climate Change Cluster* is offering an internship opportunity with details below:

**National Intern**

Location: 14 Thuy Khue, Hanoi, Viet Nam

Duration: 6 months starting from 1st October 2025

**During the internship, the intern will learn and practice on:**

*Administration and Operations:*

* Office daily operations including administration and inventory of office supplies;
* Correspondence handling, filing and documents organization (both hard copy and digital);
* Maintenance of Cluster contact lists, records and shared folders;
* Meeting room and office space usage management;
* Logistical arrangements for workshops, events, meetings and travel;
* Reception and office management.

*Technical and Project Support:*

* Translation, report and communication materials preparation;
* Data collection, data entry and simple analysis for on-going projects;
* Internal communication and follow-up on action points.

**Requirements:**

* Vietnamese citizen, who are in the last year of their study or newly graduated students within 6 months upon commencement of the internship;
* Studying or graduated from University in Finance, Economics, Accounting, Business Administration, Communication, Media or related to one of the projects;
* Good communication and interpersonal skills;
* Eager to learn and team-player spirit;
* Good at MS Office Suites;
* Good command of spoken and written English.

**The successful candidate will enjoy learning opportunities in a professional and dynamic working environment.**

Interested qualified candidates are invited to send the latest curriculum vitae, cover letter and copies of relevant certificates and references by email to [linh.dam@giz.de](mailto:linh.dam@giz.de) not later than **September 21st 2025**

**Note:** Please state “**Application for Internship – Green Cluster**” 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/regions/asia/viet-nam/jobs> for more internship and job opportunities.

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