

# VACANCY ANNOUNCEMENT

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 three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The GIZ Energy Support Programme is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The current technological focus is on solar power, wind power, bioenergy, energy access and energy efficiency and smart grid.

The internship will support the “**Project Development Programme (PDP)**”. The PDP supports activities in the domain of Renewable Energy and Energy Efficiency, in the areas of information sharing, establishing contacts, support for reference projects and marketing, awareness-raising, and advisory services on the prevailing business conditions.

The project is looking for a local qualified candidate to fill the following position:

## National Intern

Duty station: Ho Chi Minh city

Duration: <6 months>

### Main tasks:

- Assist the documentation process of activities of Project Development Programme (PDP);
- Support the preparation of workshops, trainings, and other events of PDP;
- Provide assistance to project team members in regard to internal meetings and discussions (e.g., protocol preparation, minute meeting notes, etc.) and when needed;
- Provide assistance on internal project tools;
- Provide translation services when needed (between English and Vietnamese)
- All tasks can be carried out remotely (at home) and the intern will only be needed to go to office several times per week for reporting and controlling purposes.

### Minimum requirements:

- Vietnamese nationality
- Currently undertaking postgraduate/bachelor studies in industrial engineering, environment, industrial policy, economics, or a comparable course of study or has recently completed your studies. A Master's Degree is an asset.
- Knowledge in the energy sector, renewable energy, energy efficiency and/or in development cooperation. Technical understanding about renewable energy and/or energy efficiency is an asset.
- Experiences in an intercultural and multi-lingual context gained by way of internships and/or academic exchanges. Experiences in foreign countries are an asset.
- Excellent oral and written communication skills in English and Vietnamese. German is an asset.
- Strong MS Office, organizational and analytical skills.

- Highly motivated to learn and to contribute to a young and dynamic team of international and national staff with the aim to develop the power sector in Viet Nam, and willing to take on responsibility, work independently and efficiently and travel to project sites for work if necessary
- The internship requires university enrolment or the finalization of your degree no longer than six months ago upon commencement of the internship.

**Apart from a monthly allowance, successful candidates will enjoy professional and dynamic working conditions.**

Interested qualified candidates are invited to send the GIZ Application Form in English, copies of relevant certificates and references by email to [hr-giz@giz.de](mailto:hr-giz@giz.de) before **17<sup>th</sup> January 2020**.

**The internship is expected to start from 15<sup>th</sup> February 2020, lasting for 6 months until 15<sup>th</sup> August 2020.**

Note: Please state “**Application for the Internship – PDP Project**” in the subject line. Only short-listed candidates will be contacted after the deadline. Telephone contact is not encouraged.

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