

Admin Intern

VACANCY ANNOUNCEMENT

Admin Assistant Intern

at GIZ BIO Forestry project

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.

The joint Technical Cooperation Project “Programme on Conservation and sustainable Use of Forest Biodiversity and Ecosystem Services in Viet Nam” is financed by the German Ministry for Economic Cooperation and Development (BMZ) with counter-part funds from the Vietnamese Government. The implementing agencies are the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the Viet Nam Administration of Forestry under the Ministry of Agriculture and Rural Development (MARD). GIZ implements the German contribution.

The programme’s objective is: *“Important prerequisites for conservation and sustainable use of biodiversity and ecosystem services of forests in Viet Nam are created at the national level and contribute to the implementation of the Green Growth Strategy.”*

GIZ BiO Forest project is currently seeking for an **Admin intern** for the project’s office at Thuy Khue street, Ha noi, Vietnam.

Purpose:

To effectively assist and support the smooth running of office by ensuring that various general administration duties are carried out accurately and to a consistently high standard. Duties performed shall project a professional company image through interaction with other parties.

Duties and Responsibilities:

- Support activities on accounting, procurement and contracting

- Participate in the preparation and implementation of workshops, events, meetings;
- Support in filing of documents;
- Assist other office administrative tasks

Qualification:

- University Degree
- Independent and well-organized with good communication skills
- Able to work under pressure and handle multi-tasks
- Customer-oriented and strong sense of responsibility
- Familiar with PC applications
- Good command of spoken and written English

Duration: up to 6 months, starting 15 January 2018.

- Working time: from 8.am to 5.pm, Monday to Friday

Your updated **resume** with letter of application in English and copies of relevant certificates and references should be sent to our address below by **January 10, 2018**.

Email: lan.nguyen@giz.de

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