

Project Intern

Terms of Reference

Title: Intern

Location: Hanoi

Duration: 3 months, full time, starting March 4, 2024

Friedrich-Ebert-Stiftung in Vietnam is looking for a Vietnamese Intern to support the work of FES Climate and Energy in Asia project.

About Friedrich-Ebert-Stiftung in Vietnam

Friedrich-Ebert-Stiftung (FES) is the oldest political foundation in Germany. With an international network of more than 100 offices worldwide, FES contributes to fostering the core values of social democracy - freedom, solidarity, and social justice. Moreover, FES offices throughout the world have been promoting sustainable development models for many decades. In 2010, FES established a new global working line focusing on climate justice and social-ecological-transformation.

As one of the first international NGOs to work in Vietnam, FES has built a close cooperation with its partners in the Communist Party, Government, National Assembly, mass organizations, and civil society, engaging in a political dialogue and promoting participatory decision making in almost all essential policy fields - ranging from human rights, gender equality, and economic and financial stability to climate change and energy policy.

Since 2015, FES Vietnam has served as a regional hub in the field of climate change, energy, and the environment for FES Regional Project Climate and Energy in Asia. The project aims to fostering a social-ecological transformation in Asia by promoting international and domestic climate justice and exploring solutions for a just transition, especially in the energy sector.

Purpose

The objective of this assignment is to support the preparation and the implementation of projects and events implemented by Climate Change and Energy Project. According to FES guidelines, a monthly allowance based on the National Minimum Wage will be provided. For specific tasks that require travel, work-related expenses will be covered in accordance to FES cost norm. The intern will benefit from working with a multi-national team of professionals with rich and diverse fields of expertise.

Key Tasks

The Intern's tasks include but are not limited to the followings:

- Assist with administrative, financial, and logistic tasks for meetings, workshops and other activities of FES Climate project
- Assist project communication, e.g., take pictures of activities, develop social media inputs etc.
- Provide research support
- Take minutes and notes during meetings and workshops
- Perform interpretation and translation of documents if required
- Assist project team M&E: maintain database, project documentation, media clipping
- Participate in meetings and activities of FES Vietnam; assisting for tasks commonly shared by the Climate and Energy Project and the national program of FES Vietnam
- Assisting with tasks related to the Regional Activities of the Climate and Energy Project

- Other tasks as agreed with the supervisor

Selection Criteria

- A Bachelor's degree in Environmental Studies, Political Science, Climate Change, Natural resources, Environmental economics, Community, Communication, English language and/or another relevant degree
- Passionate about climate and environmental issues in Vietnam
- Demonstrated ability to communicate fluently in English, both written and verbal
- Highly organized with meticulous attention to details
- Ability to organize competing priorities

Application procedure

Interested candidates should submit the following documents in English, stating "[FES Intern]" as email title, to thao.hoang@fes-vietnam.org by **31.01.2024**.

- Motivation letter (or email): What motivated you to apply for an internship with FES Climate and Energy Project? What do you expect from the internship? How can you contribute to our work?
- CV

Short-listed candidates will be contacted within 1 week after the deadline.