

3 interns for Economic & Commercial Diplomacy at the Embassy of Denmark in Vietnam (Hanoi and Ho Chi Minh City)

The Embassy of Denmark in Vietnam (Hanoi) and its Danish Economic and Commercial Office (DECO, Ho Chi Minh City) are looking for a total of three students: Two Commercial Interns interested in assisting Danish companies in entering a vibrant but challenging “Next 11”- growth market, and one Economic Diplomacy Intern ready to assist the Embassy within the important and rapidly developing area of economic diplomacy. One of the Commercial Interns will be based in Hanoi, while the other will be based in Ho Chi Minh City. The Economic Diplomacy Intern will be based in Hanoi.

All three interns will join the Commercial Section from **01 August 2018 – 31 January 2019**.

At the Danish Embassy in Vietnam, all three interns will have the opportunity to work in the important cross field between trade and development cooperation in one of the fastest growing economies in the world. The two commercial interns will focus on the commercial side, and the economic diplomacy intern will assist the team on the public sector side.

A large and increasing number of Danish companies are active in Vietnam, and the Commercial Section at the Embassy of Denmark in Hanoi and DECO in Ho Chi Minh City work to further promote trade and investment between Vietnamese and Danish companies. This is done through the Commercial Section’s assistance to Danish companies interested in entering the Vietnamese market as well as to Danish companies already established in Vietnam.

Commercial Interns, Hanoi and Ho Chi Minh City:

The Commercial Section, with the assistance of the two commercial interns, offers services relating to partner search, market analysis and monitoring, business establishment, public affairs assistance towards local authorities, export promotion activities etc. As an intern in the Commercial Section you will be an active part of the team involved in the section’s on-going tasks:

- Planning and coordination of company visits and delegations
- Meeting with companies in order to discuss their possibilities and challenges on the Vietnamese market and how the Embassy can assist
- Obtaining and analysing market information
- Writing articles and news stories about market opportunities in Vietnam
- Updating the Commercial Section’s material about Vietnam’s economy and trade
- Updating the commercial project overview list
- Use of the internal CRM-system
- Giving presentations about the Embassy and Vietnam to e.g. visiting students from Denmark

Economic Diplomacy intern, Hanoi:

The Economic Diplomacy intern will be working in the cross field between development assistance, public authority and the private sector, further developing government-to-government relations, and identifying business opportunities arising from such relations. Tasks include:

- Assisting the Embassy's two Growth Advisors in their day-to-day work
- Supporting the implementation of the strategic sector cooperation within the areas of health, food, and education
- Participating in meetings with Vietnamese ministries to identify cooperation possibilities and derived business opportunities for Danish companies
- Planning, supporting and coordinating visits by Danish ministries to Vietnam and vice versa
- Writing articles and news stories about Danish-Vietnamese cooperation
- Assisting the Embassy's commercial section as relevant, including in relation to Danish companies interested in the Vietnamese market

All three interns will get in contact with the Vietnamese business community and Vietnamese authorities, be involved with Danish companies' development in Vietnam and experience the cultural differences between Vietnam and Denmark. Furthermore, there will be an opportunity to devise a specific assignment within an agreed field depending on your academic interests in regards to your credit transfer of the internship.

Specific tasks vary according to educational background, qualifications and interests of the intern and also differ across the sections of the Embassy. Tasks will be solved in collaboration with posted and local staff, and each intern has a host who is responsible for ensuring the coordination of the work.

Qualifications

The right candidate must have completed basic education (BA) at university level or equivalent and must be enrolled in postgraduate studies. English and Danish proficiency – written and oral – and IT qualifications at user level are required.

The aim of the internship

The internship has an educational purpose and must contribute to your education. It will be organised in a manner, which secures credit transfer if allowed by the university.

Salary

A salary is not paid, but the Embassy provides a compensation of DKK 2,500 per month to support expenditures for accommodation, food, and transportation. During the internship, the Danish state education grant (SU) can be received according to existing rules.

Further information

The intern is responsible of finding accommodation him- or herself. However, the current interns in Hanoi live in a house (shared by six people) about 15 minutes from the Embassy. If wanted, you can take over the current interns lease (one room). Indication of whether this is wanted must be given, if the position is offered. The monthly cost is USD 250 per person. The current intern in Ho Chi Minh City lives in an apartment nearly 10 minutes walking from the office at the cost of USD 500 per month.

Application

Application, CV and a copy of relevant diplomas should be sent in English in **one document** to the Embassy by e-mail to hanamb@um.dk or by mail to:

Embassy of Denmark
BIDV Tower, 7th floor
194 Tran Quang Khai Street Hoan Kiem District, Hanoi

Please mark the letter or e-mail: "Application for Intern Position".

The application must clearly state whether you are applying for the Commercial Intern position or the Economic Diplomacy position. Applications for the Commercial intern positions must state whether it is for Ho Chi Minh City or Hanoi – or both.

Deadline

2. March 2018

When the Embassy has received the application, a confirmation will be sent. A final decision can be expected no later than a month after the stated deadline.

Questions

For more information, please visit www.vietnam.um.dk or www.facebook.com/dkvietnam.

If necessary, contact can be made to the current interns by writing to hanamb@um.dk.

Please mark your e-mail: "Attention Interns".