

Intern at the Embassy of Denmark in Vietnam - Commercial Section

The Embassy of Denmark in Vietnam is looking for a Commercial Intern interested in assisting Danish companies in entering a vibrant but challenging “Next 11”- growth market.

The internship is based in Hanoi and the intern will join the Commercial Section from **August 1st 2020 – January 31st 2021**.

At the Danish Embassy in Vietnam, the intern 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 commercial intern will focus on the commercial side of this cooperation.

A large and increasing number of Danish companies are active in Vietnam, and the Commercial Section at the Embassy of Denmark in Hanoi and the Danish Economic and Commercial Office 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 Intern

The Commercial Section, with the assistance of the commercial intern, 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
- Creating content and managing the Embassy’s LinkedIn with the main purpose of promoting the Trade Departments activities
- 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

The intern 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 Denmark and Vietnam. 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 candidate must have completed basic education (BA) at university level or equivalent and 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 the education of the candidate. The work will be organised in order to support credit transfer, if allowed by the relevant university/programme.

Salary

A salary is not paid, but the Embassy provides a compensation of 2,500 DKK 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 for finding accommodation him- or herself. The current interns in Hanoi live in a house, shared by six people, about 15 minutes from the Embassy, and this option is open to new interns. The monthly cost is 250 USD per person. The selected candidate must confirm her/his interest when accepting the position.

We highly recommend that the selected candidate will attend the two-days introduction course at the Embassy before the official start on August 1st.

Application

Please send application, CV, grades and a copy of relevant diplomas in English and in **one document** to the Embassy on: hanamb@um.dk Please mark the e-mail: "Application for Intern Position".

Please state that you are applying for the Commercial position.

Deadline

March 2nd 2020

When the Embassy has received the application, a confirmation will be sent. Selected candidates will be called for an online interview. 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
You are welcome to contact the current interns by writing to: emmols@um.dk