



HAW.International

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

# HAW.International

Auslandspraktika für Studierende  
von Hochschulen für Angewandte Wissenschaften (HAW)

## Praktikumsangebote

Praktikaschiene B

## Ausschreibung 2024

Stand: December 2024



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## 1. Brazil

### 1.1 AHK São Paulo – Deutsche Industrie- und Handelskammer Brasilien

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Brazil):** EUR 1350,-

**Travel allowance (Brazil):** EUR 2075,-

#### Section A: General Information

<b>Company/ institution name</b>	AHK São Paulo – Deutsche Industrie- und Handelskammer Brasilien
<b>Department</b>	Berufsbildung, Öffentlichkeitsarbeit , Rechtsabteilung
<b>Place</b>	São Paulo, Brasilien
<b>Employer profile</b>	Die AHK São Paulo ist mit 80 Mitarbeiterinnen und Mitarbeitern eine der weltweit größten deutschen Auslandshandelskammern. In Zusammenarbeit mit ihren Schwesterkammern in Rio de Janeiro und Porto Alegre repräsentiert sie über 1.700 Mitglieder - knapp 10% des industriellen BIP Brasiliens - und ist somit wichtigstes Bindeglied im deutsch-brasilianischen Wirtschaftsaustausch. Aufgabe der Kammer ist es, im Interesse ihrer Mitglieder, den marktwirtschaftlichen Investitions-, Handels-, Wissens- und Dienstleistungsaustausch zwischen Deutschland und Brasilien zu fördern und zur regionalen und globalen Zusammenarbeit beizutragen

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Languages and Cultural Studies (misc.) Law, Economics and Social Sciences (misc.)
<b>Language Level</b>	Deutsch Excellent (C1, C2)
<b>Language Level</b>	Portugiesisch Good (B1, B2)
<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree)

<b>Required Knowledge</b>	Motivation, Teamarbeit, Flexibel, Engagiert, Sprachkenntnisse
<b>Other Requirements</b>	Zeitliche Verfügbarkeit von mindestens 6 Monaten, Verständnis für wirtschaftliche und politische Zusammenhänge, Flexibilität, Verlässlichkeit und Kommunikationsstärke, Interkulturelle Kompetenz und Teamfähigkeiten, Gute EDV-Kenntnisse, Deutsch als Muttersprache, Grundkenntnisse in Portugiesisch (Öffentlichkeitsarbeit und Berufsbildung: mind. B1)

### Section C: Placement Offer

<b>Internship position</b>	Praktikant/in
<b>Working environment</b>	Office work Research and development
<b>Work description/ tasks</b>	Mitarbeit bei Planung, Durchführung und Nachbereitung verschiedener Veranstaltungen • Betreuung unterschiedlicher Anfragen von Unternehmen, Institutionen und Personen. • Unterstützung der Geschäftsführung bei diversen Aktivitäten (Versand von E-Mails, follow-ups nach Meetings und Korrekturlesen deutscher Texte)
<b>Dates and duration of the internship</b>	<b><u>Internship period</u></b> Start: 01.04.2025 End: 30.09.2025  This is an ongoing offer. <b>You can also apply for any other period that suits you.</b> Please contact us if you have questions in this regard ( <a href="mailto:knopp@daad.de">knopp@daad.de</a> ).

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Abweichungen von dem angegebenen Zeitraum sind nach Absprache mit dem DAAD möglich. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein.

## 2. Canada

### 2.1 ECCIR - European Canadian Centre for Innovation and Research

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Canada):** EUR 1175,-

**Travel allowance (Canada):** EUR 1700,-

#### Section A: General Information

<b>Company/ institution name</b>	European Canadian Centre for Innovation and Research
<b>Place</b>	Edmonton, Alberta, Kanada
<b>Employer profile</b>	ECCIR besteht seit 15 Jahren als Organisation, die mit öffentlichen Mitteln die Beziehungen zwischen KMUs in Kanada und in Europa fördert. Insbesondere agiert ECCIR als nationale Koordinierungsstelle für das Enterprise Europe Network (EEN), ein Programm der EU Kommission, das über 40 Länder ermöglicht, Innovation und Technologieentwicklung im Bereich von KMUs durch internationale Zusammenarbeit zu stärken. In diesem Zusammenhang informiert ECCIR in Kanada auch über das Horizont Europa Programm der EU und hilft bei der Vermittlung von Partnerbeziehungen für die Entwicklung von Horizont Europa Konsortien. ECCIR wird gefördert von der Regierung von Alberta und Alberta Innovates.

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Innovation Management Promoting and Supporting International Relations and Cooperation in the Context of Innovation and Research
<b>Language Level</b>	English Has to be at solid working competency, including written English
<b>Language Level</b>	German Functional
<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)

<b>Completed years of study</b>	2
<b>Required Knowledge</b>	The intern should have some understanding about innovation and technology development. He/she should have some basic knowledge about institutions that foster international collaboration in innovation and research. He/she should have some general information about Canada.
<b>Required Skills</b>	General office management skills and communication skills. The intern should have good word processing skills, know how to use powerpoint and be able to operate basic CRM software.
<b>Other Requirements</b>	Function flexibly in a small team. Operate across different time zones and languages. Ability to communicate with government officials in Canada and abroad, including with diplomatic missions.

### Section C: Placement Offer

<b>Internship position</b>	Project assistant
<b>Working environment</b>	Office work
<b>Work description/ tasks</b>	<p>We have employed interns for many years and have generally been able to adjust as much as possible to the individual background and interests of the individual intern.</p> <p>Possible tasks can either focus on communication and marketing and/or program management, notably running the various components of the EEN services and/or event management.</p> <p>Our current intern is from the UK where he completed a Master's degree in international politics at University College London. He supports the director of the EEN services, participates in conversations with possible clients, assists clients to develop a profile and an effective description of their partnership requests, he assists with generating power point presentations and compiles information to respond to international requests for Canadian collaborators.</p>
<b>Dates and duration of the internship</b>	<p><b><u>Internship period I</u></b>          Start: 01.06.2025          End: 31.12.2025</p> <p>This is an ongoing offer.  <b>You can also apply for any other period that suits you.</b> Please contact us if you have questions in this regard (<a href="mailto:knopp@daad.de">knopp@daad.de</a>).</p>

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Abweichungen von dem angegebenen Zeitraum sind nach Absprache mit dem DAAD möglich. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein.

## 2.2 Edmonton Global

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Canada):** EUR 1175,-

**Travel allowance (Canada):** EUR 1700,-

### Section A: General Information

<b>Company/ institution name</b>	Edmonton Global
<b>Place</b>	Edmonton, Alberta, Kanada
<b>Employer profile</b>	Edmonton Global promotes the Edmonton Region globally to attract and retain business investment. Edmonton Global is a not-for-profit established by 14 regional municipalities to advance economic development and cooperation in the Edmonton Metropolitan Region.

### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Law, Economics and Social Sciences (misc.) Mathematics and Natural Sciences (misc.) Languages and Cultural Studies (misc.) Other
<b>Language Level</b>	English Excellent (C1, C2)
<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)
<b>Completed years of study</b>	2 years for undergraduate students, any amount for graduate student
<b>Required Knowledge</b>	Proficient with Microsoft Outlook, Office, Excel, and PowerPoint
<b>Required Skills</b>	Strong written and verbal communication skills, strong research skills, organized and able to prioritize effectively, able to work independently as well as collaboratively, excellent critical thinking and problem-solving skills

<b>Other Requirements</b>	The successful candidate will be an adaptive and dynamic individual comfortable working in a fast-paced organization and managing multiple projects and emergent issues.
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### Section C: Placement Offer

<b>Internship position</b>	<b>Trade and Export Development Intern</b>
<b>Working environment</b>	Office work
<b>Work description/ tasks</b>	The Trade and Export Development Intern is responsible for working with businesses to expand their exports, and increase international trade activity in the Edmonton Metropolitan Region. This role requires strong communication and organizational skills to handle export inquiries, support systematic record-keeping, and coordinate events and trade missions. Responsibilities include collaborating on company recruitment, preparing engaging presentations and detailed reports, and actively networking at events to foster industry relationships. Thorough research skills are essential for gathering relevant information, while logistical support is needed to prepare and organize event-related documents. The role also involves identifying and tracking growing companies in the Edmonton Region and updating customer records in Salesforce for efficient data management. Additional duties include contributing to Edmonton Global's trade strategy execution, assisting with data-driven reporting, exploring grant opportunities, and continuously developing a well-rounded understanding of the role's dynamic nature.
<b>Dates and duration of the internship</b>	<b><u>Internship period I</u></b>  Start: 01.04.2025 End: 30.09.2025

**Wichtiger Hinweis:** Abweichungen von dem angegebenen Zeitraum sind nicht möglich. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein.



### 3. Egypt

#### 3.1 AHK Ägypten – German-Arab Chamber of Industry & Commerce

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Egypt):** EUR 1225,-

**Travel allowance (Egypt):** EUR 1025,-

#### Section A: General Information

<b>Company/ institution name</b>	The German-Arab Chamber of Industry & Commerce – DEinternational Egypt
<b>Department</b>	1- Marketing & Public Relations 2- Business & Market Entry 3- Vocational Training & Education
<b>Place</b>	Giza - Egypt
<b>Employer profile</b>	The German-Arab Chamber of Industry and Commerce (GACIC) was established in Egypt in 1951. Representing more than 2.500 members GACIC is the largest organization in the framework of business cooperation between Germany and the Arab world. GACIC plays a pivotal role in the economic cooperation between Egypt and Germany.

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Law, Economics and Social Sciences (misc.) Languages and Cultural Studies (misc.)
<b>Language Level</b>	German Excellent (C1, C2)
<b>Language Level</b>	English Excellent (C1, C2)
<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)

<b>Completed years of study</b>	2 university years
<b>Required Knowledge</b>	Economics – Marketing – International relations
<b>Required Skills</b>	Social media, Multimedia design, Events organization, Marketing & PR, Market analysis, Market research

### Section C: Placement Offer

<b>Internship position</b>	Marketing & PR Intern Business & Marketing Intern Vocational Training & Education Intern
<b>Working environment</b>	Office work Research and development
<b>Work description/ tasks</b>	<p><b>Social Media:</b></p> <ul style="list-style-type: none"> <li>Assisting the social media project manager in preparing, posting and monitoring content on Facebook, Instagram, Twitter, LinkedIn and YouTube.</li> <li>Assisting in tracking the growth of our social media presence.</li> <li>Creating strategies in order to increase our followers and interactions.</li> <li>Exploring opportunities to use other social media platforms.</li> </ul> <p><b>Multimedia design:</b></p> <ul style="list-style-type: none"> <li>Taking, editing and uploading video material for the website and social media channels.</li> <li>Producing video material for the website and social media</li> <li>Making infographic videos</li> </ul> <p><b>Events organization:</b></p> <ul style="list-style-type: none"> <li>Planning of events</li> <li>Promotion of events</li> <li>Event logistics and vendor relations</li> <li>Client relations</li> <li>On-the-day support</li> </ul> <p><b>Marketing and PR:</b></p> <ul style="list-style-type: none"> <li>Creating marketing campaigns when needed</li> <li>Writing press releases in Arabic and English</li> </ul>

	<ul style="list-style-type: none"> <li>• Contacting the press (journalists and media channels)</li> <li>• Perform market analysis and research on competition.</li> <li>• Support the marketing team in daily administrative tasks.</li> </ul> <p><b>Vocational Training &amp; Education</b></p> <ul style="list-style-type: none"> <li>• Support in the preparation of a TVET girls day in 2024, the vocational college with Goethe Institute and a new consultancy project with Taheel (strategic partner) to introduce A level in the tourism sector as well as a mentoring project with the GIZ for the Federation of Egyptian Industries.</li> <li>• Support to prepare the update of the content on the TVET page on the AHK website.</li> </ul>
<p><b>Dates and duration of the internship</b></p>	<p>This is an ongoing offer.</p> <p><b>You can apply for any period that suits you.</b> Please contact us if you have questions in this regard (<a href="mailto:knopp@daad.de">knopp@daad.de</a>).</p>

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## 4. Ghana

### 4.1 DAI-Africa - Development Advocacy Initiative – Africa

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Ghana):** EUR 1275,-

**Travel allowance (Ghana):** EUR 1475,-

#### Section A: General Information

<b>Company/ institution name</b>	Development Advocacy Initiative – Africa (DAI-Africa)
<b>Department</b>	NGO
<b>Place</b>	Accra, Ghana
<b>Employer profile</b>	DAI-Africa is inspired by the vision of an “Africa without poverty”, and driven by a mission of “Empowering the future of Africa by addressing poverty: Unveiling Bottlenecks, Crafting Solutions.” At DAI-Africa, our organizational philosophy is anchored on Sustainable Development Goal 1: “End poverty in all its forms everywhere”. We leverage the instruments of research and advocacy to promote policy and program actions in five thematic areas: Social Development [reproductive health and education], Technology [Artificial Intelligence for Development], Environment [Climate Change], Economic Development [Youth employment] and Politics [Promotion of Democracy], acronymed STEEP. We see Africa’s young people as the protagonists of sustainable development, and are, therefore, the main targets of our programs. We pursue both quantitative and qualitative social research, and utilise tactics such as public engagements, media engagements, lobbying and empirical data in our advocacy to achieve desired outcomes.

#### Section B: Required Qualifications

<b>General Discipline</b>	Law, Economics and Social Sciences (misc.)
<b>Field of study</b>	Population and Development, Climate Change and Political Science
<b>Language Level</b>	English Excellent (C1, C2)

<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)
<b>Required Knowledge</b>	The preferred intern should have a background in social science or environmental studies, because as a civil society organisation, we focus on social and environment/climate related research and advocacy.
<b>Required Skills</b>	Data Analysis, Social Media Engagements, Public Speaking, Strong Writing Skills
<b>Other Requirements</b>	Graphics Design [Desired but not compulsory]

### Section C: Placement Offer

<b>Internship position</b>	Research and Engagement Assistant
<b>Working environment</b>	Office work Field work Research and development
<b>Work description/ tasks</b>	Assist with primary and secondary data collection; Assist with data analysis and report writing; Prepare social media posts; Update social media handles; Assist with media engagements on radio and TV; Assist with preparing presentations for workshops and meetings.
<b>Dates and duration of the internship</b>	<p><b><u>Internship period I</u></b>          Start: 01.06.2025          End: 31.08.2025</p> <p><b><u>Internship period II</u></b>          Start: 01.08.2025          End: 30.11.2025</p> <p>This is an ongoing offer.  <b>You can also apply for any other period that suits you.</b> Please contact us if you have questions in this regard (<a href="mailto:knopp@daad.de">knopp@daad.de</a>).</p>

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## 5. Japan

### 5.1 DZT - German National Tourist Office

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Japan):** EUR 1525,-

**Travel allowance (Japan):** EUR 2100,-

#### Section A: General Information

<b>Company/ institution name</b>	German National Tourist Office (DZT)
<b>Department</b>	Auslandsvertretung Tokyo
<b>Place</b>	Tokyo Japan
<b>Employer profile</b>	On behalf of the German federal government, the DZT has been working internationally to promote Germany as a travel destination for more than 60 years. It communicates the diverse appeal of the country to a worldwide market, thereby promoting a strong and attractive brand – 'Destination Germany'. The DZT plays an important role in the promotion of Germany as a travel destination on the international market. Its activities include the development of new marketing strategies and concepts based on specific themes, events and attractions and also bringing together and optimising the diverse marketing activities of partners in the German travel industry. It also takes an active role in the form of far-ranging sales activities in new growth markets. In this respect, the DZT relies on its close collaboration with the German travel industry, partners from commerce and trade associations.

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Law, Economics and Social Sciences (misc.) Languages and Cultural Studies (misc.) Major in Business Administration, International Marketing or Tourism Management
<b>Language Level</b>	English Excellent (C1, C2)
<b>Language Level</b>	German Excellent (C1, C2)
<b>Language Level</b>	Japanese as an asset Fair (A2)

<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree)
<b>Completed years of study</b>	2 years
<b>Required Knowledge</b>	Good knowledge of geography of Germany, especially tourism landscape in Germany
<b>Required Skills</b>	MS Office Software, active usage of social media
<b>Other Requirements</b>	High team work spirit, flexible and communicative manner, interest in Japanese culture and life style

### Section C: Placement Offer

<b>Internship position</b>	<b>Marketing assistant</b>
<b>Working environment</b>	Office work Field work Research and development
<b>Work description/ tasks</b>	The intern is involved in all kinds of marketing activities incl. supporting B2C digital marketing on online platforms, SNS channels and newsletters, assisting B2B sales activities such as webinars, seminars, business networking events, press conference and research and analysis of tour business trends.
<b>Dates and duration of the internship</b>	<b><u>Internship period</u></b> Start: 01.03.2025 End: 31.08.2025  This is an ongoing offer. <b>You can also apply for any other period that suits you.</b> Please contact us if you have questions in this regard ( <a href="mailto:knopp@daad.de">knopp@daad.de</a> ).

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Abweichungen von dem angegebenen Zeitraum sind nach Absprache mit dem DAAD möglich. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein.

## 5.2 OIST - Okinawa Institute of Science and Technology

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Japan):** EUR 1525,-

**Travel allowance (Japan):** EUR 2100,-

### Section A: General Information

<b>Company/ institution name</b>	Okinawa Institute of Science and Technology
<b>Place</b>	Onna-son, Japan
<b>Employer profile</b>	The Okinawa Institute of Science and Technology (OIST) is an interdisciplinary graduate school offering a 5-year PhD program as well as a Research Internship program in Science and Engineering . It was founded by the Japanese government to contribute to science and technology worldwide, attract leading researchers from Japan and around the world to conduct high-quality research, advance the development of a world-class research hub, and nucleate a knowledge cluster that will catalyze technology transfer and industrial innovation in Okinawa.

### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Mathematics and Natural Sciences (misc.) Engineering (misc.) Biology, Chemistry, Computer Science, Ecology and Evolution, Engineering and Applied Sciences, Marine Sciences, Mathematics, Neuroscience, Physics
<b>Language Level</b>	English Excellent (C1, C2)
<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)
<b>Completed years of study</b>	Students are eligible for the Research Internship program, if they are in the final two years of their undergraduate studies.



<b>Required Knowledge</b>	Required knowledge depends on the laboratory, where the internship is performed, but for the application there is no specific knowledge required.
<b>Other Requirements</b>	Required application materials in English: 1. Statement of purpose (400 words) , 2. Academic Transcript and Diploma 3. Recommendation letter (1 minimum, 3 maximum), 4. ID photo

### Section C: Placement Offer

<b>Internship position</b>	Research Internship
<b>Working environment</b>	Field work Research and development
<b>Work description/ tasks</b>	Work on research projects under the direction of a faculty member or post-doctoral scholar. Research interns may use the opportunity to gain experience in a particular laboratory or to learn a specific technique.
<b>Dates and duration of the internship</b>	<p><b><u>Internship period I</u></b> Start: 01.04.2025 End: 30.09.2025</p> <p><b><u>Internship period II</u></b> Start: 01.10.2025 End: 31.03.2026</p> <p>This is an ongoing offer. <b>You can also apply for any other period that suits you.</b> Please contact us if you have questions in this regard (<a href="mailto:knopp@daad.de">knopp@daad.de</a>).</p>

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Abweichungen von dem angegebenen Zeitraum sind nach Absprache mit dem DAAD möglich. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein.

## 6. Mexico

### 6.1 AHK Mexiko – Deutsch-Mexikanische Industrie- und Handelskammer

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Mexico):** EUR 1225,-

**Travel allowance (Mexico):** EUR 2125,-

#### Section A: General Information

<b>Company/ institution name</b>	AHK Mexiko – Deutsch-Mexikanische Industrie- und Handelskammer
<b>Department</b>	Trade & Invest, Sustainable Development, Events, Vocational Training, Marketing, Members
<b>Place</b>	Mexico City, Mexico
<b>Employer profile</b>	The German-Mexican Chamber of Industry & Commerce (in Mexico known as „CAMEXA“) was founded in 1929 and is a business to business organization of some 750 Mexican and German member firms. Our mission is to advance, facilitate and foster commercial interests of German business and industry in Mexico as well as commercial interests of Mexican business and industry in Germany. Our commercial services help companies start or expand their export activities through providing business contacts, information and advice.

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Languages and Cultural Studies (misc.) Law, Economics and Social Sciences (misc.) Other
<b>Language Level</b>	Deutsch Excellent (C1, C2)
<b>Language Level</b>	Spanisch Good (B1, B2)
<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor’s degree)

<b>Required Knowledge</b>	Basic knowledge / Interest in international trade and consultancy, Basic Knowledge in the field of sustainability
<b>Required Skills</b>	Teamwork, Flexibility, Networking skills, analytical thinking, being organized, capable of working under pressure

### Section C: Placement Offer

<b>Internship position</b>	Praktikant/in
<b>Working environment</b>	Office work
<b>Work description/ task</b>	Preparation of market information, arranging appointments with Mexican companies for German companies, preparation of seminars and webinars, support in the preparation and execution of delegation trips to Mexico, Publications for social media, elaboration of reports, administrative support, project related tasks
<b>Dates and duration of the internship</b>	This is an ongoing offer. <b>You can apply for any period that suits you.</b> Please contact us if you have questions in this regard (knopp@daad.de).

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein.

## 7. Singapore

### 7.1 AHK Singapur - Singaporean-German Chamber of Industry and Commerce

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Singapore):** EUR 1350,-

**Travel allowance (Singapore):** EUR 1175,-

#### Section A: General Information

<b>Company/ institution name</b>	Delegation of German Industry and Commerce in Vietnam
<b>Department</b>	Trade Promotion, Membership, Events & Communications, Central Task Departments
<b>Place</b>	Singapore
<b>Employer profile</b>	The Singaporean-German Chamber of Industry and Commerce (SGC) was established in 2004. It is part of a network of 140 offices of the German bilateral Chambers of Industry and Commerce abroad in 92 countries. The SGC, a not for profit organisation, has been tasked to promote bilateral Germany-Singapore trade, advise German and Singaporean companies on investment and market opportunities in Singapore and Germany, respectively, and assist these companies in developing international business contacts. This mandate includes the provision of market research, the production and dissemination of publications, and coaching and advisory issues.

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Languages and Cultural Studies (misc.) Law, Economics and Social Sciences (misc.) Students of Business Administration, Political Science, Economics, Communications, Geography, Sociology, and other courses related to the tasks of the internship – but NO legal internship (Rechtsreferendariat)
<b>Language Level</b>	English Excellent (C1, C2)
<b>Language Level</b>	German Good (B1, B2)

<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)
<b>Required Knowledge</b>	No knowledge pre-requisites
<b>Required Skills</b>	No skills pre-requisites

### Section C: Placement Offer

<b>Internship position</b>	Intern
<b>Working environment</b>	Office work
<b>Work description/ tasks</b>	Business and administrative management support in the respective departments, Preparation and facilitation of business matchings and meetings between German and Singaporean companies, Follow-up with companies regarding future meetings and collaborations, Market research for German and Singaporean companies, products, economic data etc., Supporting webinars and online meetings for key projects, Administrative support for on-site events such as breakfast briefings, luncheons, networking, and other live events, Updating databases at CRM, Writing tasks for SGC publications, Translation of documents for events, information brochures, webinars, and meetings, Reception Desk: welcoming visitors, main phone line, answering general inquiries, Supporting organisation of business delegations from Germany/Singapore, Adhoc tasks
<b>Dates and duration of the internship</b>	<p><b><u>Internship period I</u></b> Spring 2025</p> <p><b><u>Internship period II</u></b> Autumn 2025</p> <p>This is an ongoing offer.        Interns will be hired for a <b>period of 6 months</b>. You can apply for any period that suits you. Please contact us if you have questions in this regard (<a href="mailto:knopp@daad.de">knopp@daad.de</a>).</p>

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Planen Sie mindestens 3-4 Wochen für die Beantragung des Visums ein. Bitte beachten Sie auch, dass Sie zwischen 18 und 25 Jahre alt sein müssen.

## 8. Spain

### 8.1 AHK Spanien - German Chamber of Commerce for Spain

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Spain):** EUR 1075,-

**Travel allowance (Spain):** EUR 550,-

#### Section A: General Information

<b>Company/ institution name</b>	German Chamber of Commerce for Spain (AHK Spanien)
<b>Department</b>	Vocational education and training (Aus- und Weiterbildung)
<b>Place</b>	Madrid, Spain
<b>Employer profile</b>	<p>The German Chamber of Commerce for Spain was founded in 1917 and is part of the worldwide network of 140 German Chambers of Commerce abroad, delegations and representative offices of German business in 92 countries with 44,000 members and 1,700 employees.</p> <p>We represent German economic interests in various areas in Spain.</p> <p>As a modern consulting organisation, AHK Spain supports the market interests of German and Spanish companies with market-oriented, customer-focused services. The range of services offered by AHK Spain extends from advice on market entry and the procurement of cooperation partners to the organisation of a local business presence.</p> <ul style="list-style-type: none"> <li>• Market and Sales Consulting</li> <li>• Law &amp; Taxes</li> <li>• Personnel services</li> <li>• Training and further education</li> <li>• Publications</li> </ul>

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Law, Economics and Social Sciences (mic.), Business education/psychology, Language and Cultural Studies or other (on request)
<b>Language Level</b>	German Excellent (C1, C2)
<b>Language Level</b>	Spanish Good (B1, B2)

<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)
<b>Completed years of study</b>	1
<b>Required Knowledge</b>	German and Spanish language knowledge, confident handling of MS-Office (like Excel, Word, PowerPoint), ideally first experience in HR/ education and training/project management, social media interest
<b>Required Skills</b>	Used to flexibility in your work, organizational talent, strong communication skills, team player and show a high level of commitment, which is especially demonstrated by your initiative in new tasks and project work.

### Section C: Placement Offer

<b>Internship position</b>	Intern in the area of education and training
<b>Working environment</b>	Office Work
<b>Work description/tasks</b>	Recruiting interns: You are independently responsible for applicant management, contract preparation and onboarding of interns. In addition, you are the person of trust and contact person for our interns during the entire duration of the internship. Furthermore, you analyze the internal HR processes in the area of interns and work out continuous improvement proposals and their implementation. Project management: You will actively collaborate in the planning, implementation and monitoring of our project "Kaufmann International Spain" and will be responsible for social media marketing. In the field of continuing education you will be actively involved in the expansion of the online and offline courses offered by the "Digital Academy" and will assist in the preparation, implementation and follow-up of the courses. This also includes updating the website and supporting the company's internal learning management system. Projects for dual vocational training in Spain: You support the department in day-to-day operations and answer telephone and e-mail inquiries. Human Resources Development: you will assist in the preparation, implementation and follow-up of internal training courses. Research

	<p>work: You will be involved in the development and brainstorming of various projects. Multilingual communication: You will communicate with colleagues, partners and customers in both German and Spanish. Greeting and assisting customers: You will be the first face our clients and members see when attending AHK Spain events or meetings. This representative task includes, for example, welcoming visitors and taking calls.</p>
<p><b>Dates and duration of the internship</b></p>	<p><b><u>Internship period I</u></b> Start: 01.03.2025 End: 31.07.2025</p> <p><b><u>Internship period II</u></b> Start: 01.09.2025 End: 30.11.2025</p> <p>This is an ongoing offer. <b>You can also apply for any other period that suits you.</b> Please contact us if you have questions in this regard (<a href="mailto:knopp@daad.de">knopp@daad.de</a>).</p>

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten. Abweichungen von dem angegebenen Zeitraum sind nach Absprache mit dem DAAD möglich.



## 9. Vietnam

### 9.1 AHK Vietnam - Delegation of German Industry and Commerce in Vietnam

The DAAD pays a monthly instalment, an appropriate travel allowance as well as a combined health, accident and personal liability insurance.

**Monthly instalment (Vietnam):** EUR 1225,-

**Travel allowance (Vietnam):** EUR 2025,-

#### Section A: General Information

<b>Company/ institution name</b>	Delegation of German Industry and Commerce in Vietnam
<b>Department</b>	Individual Services, Projects and Delegation, Marketing & PR, Dual Vocational Training
<b>Place</b>	Ho Chi Minh City, Vietnam
<b>Employer profile</b>	The Delegation of the German Industry and Commerce in Vietnam (GIC/AHK Vietnam) is a representative of the German Chamber of Industry and Commerce (DIHK) in the AHK network mentioned above and actively supports the economic exchange between Vietnam and Germany. The Delegation of German Industry and Commerce in Vietnam (AHK Vietnam) is a part of the global network German Chambers of Commerce Abroad (AHKs) in 140 locations in 92 countries. The German Chambers of Commerce Abroad help German companies to transform national into international success. We build bridges, facilitate access, provide contacts and solve problems. We are the #PartnerWorldwide – for German companies, willing to expand their business activities abroad or which have already established their international presence decades ago.

#### Section B: Required Qualifications

<b>General Discipline</b> Field of study	Law, Economics and Social Sciences (misc.)
<b>Language Level</b>	German, English Excellent (C1, C2)

<b>Student status requirement</b>	Undergraduate Student (currently pursuing a bachelor's degree)
<b>Completed years of study</b>	2
<b>Required Knowledge</b>	Practical experience in the corresponding area is a plus. You have solid knowledge of the MS Office package.
<b>Required Skills</b>	You are characterized by independent and responsible work You are familiar with the research of secondary data, evaluation and preparation of statistics

### Section C: Placement Offer

<b>Internship position</b>	Internship in (department)
<b>Working environment</b>	Office work
<b>Work description/tasks</b>	The internship at AHK Vietnam grants a considerable amount of independent work. Each intern is involved in short- or long-term projects. The work is done in cooperation with the responsible project manager. Direct customer contact and participation in various AHK events are also part of the internship. The interns are integrated into the tasks and ongoing projects of the AHK in order to introduce them to their typical tasks.
<b>Dates and duration of the internship</b>	This is an ongoing offer. <b>You can apply for any period that suits you.</b> Please contact us if you have questions in this regard (knopp@daad.de).

**Wichtiger Hinweis:** Bitte geben Sie im Rahmen Ihrer Bewerbung das genaue Department an, für das Sie sich bewerben möchten. Planen Sie dabei mindestens 1 Monat für die Beantragung des Visums bei der vietnamesischen Botschaft/Konsulat in Deutschland ein.