



HAW.International

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

HAW.International

Auslandspraktika für Studierende

Praktikumsangebote

Praktikatschiene B

Ausschreibung 2023

Stand: Januar 2023



Praktikumsangebote

1. Singapore	2
1.1 Singaporean-German Chamber of Industry and Commerce (AHK Singapur)	2
2. Spain	5
2.1 German Chamber of Commerce for Spain (AHK Spanien)	5
3. Vietnam	8
3.1 Delegation of German Industry and Commerce in Vietnam (AHK Vietnam)	8



1. Singapore

1.1 Singaporean-German Chamber of Industry and Commerce (AHK Singapur)

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 1325,-

Travel allowance (Singapore): EUR 1175,-

Ref. No.: AHKSI01

Please indicate the reference number in the application form!

Section A: General Information

Company/ institution name	Delegation of German Industry and Commerce in Vietnam
Department	Trade Promotion, Membership, Events & Communications, Central Task Departments
Place	Singapore
Employer profile	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

General Discipline 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)
---	---

Language Level	English Excellent (C1, C2)
Language Level	German Good (B1, B2)
Student status requirement	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)
Required Knowledge	No knowledge pre-requisites
Required Skills	No skills pre-requisites

Section C: Placement Offer

Internship position	Intern
Working environment	Office work
Work description/ tasks	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



Dates and duration of the internship	<p>This is an ongoing offer. Interns will be hired for a period of 6 months usually in spring and autumn.</p> <p>Period I Start: 01.03.2023 End: 31.08.2023</p> <p>or</p> <p>Period II Start: 01.09.2023 End: 29.04.2024</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. Abweichungen von dem angegebenen Zeitraum sind nach Absprache mit dem DAAD möglich.

2. Spain

2.1 German Chamber of Commerce for Spain (AHK Spanien)

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 975,-

Travel allowance (Spain): EUR 425,-

Ref. No.: AHKSP01

Please indicate the reference number in the application form!

Section A: General Information

Company/ institution name	German Chamber of Commerce for Spain (AHK Spanien)
Department	Vocational education and training (Aus- und Weiterbildung)
Place	Madrid, Spain
Employer profile	<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. 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"> - Market and Sales Consulting - Law & Taxes - Personnel services - Training and further education - Publications

Section B: Required Qualifications

General Discipline Field of study	Law, Economics and Social Sciences (mic.), Business education/psychology, Language and Cultural Studies or other (on request)
Language Level	German Excellent (C1, C2)
Language Level	Spanish Good (B1, B2)
Student status requirement	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)
Completed years of study	1
Required Knowledge	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
Required Skills	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

Internship position	Intern in the area of education and training
Working environment	Office Work
Work description/tasks	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

	<p>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 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>Dates and duration of the internship</p>	<p>This is an ongoing offer.</p> <p>Period I Start: 01.03.2023 End: 31.07.2023</p> <p>or</p> <p>Period II Start: 01.09.2023 End: 29.04.2024</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.



3. Vietnam

3.1 Delegation of German Industry and Commerce in Vietnam (AHK 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 1150,-

Travel allowance (Vietnam): EUR 1325,-

Ref. No.: AHKVIE01

Please indicate the reference number in the application form!

Section A: General Information

Company/ institution name	Delegation of German Industry and Commerce in Vietnam
Department	Individual Services, Projects and Delegation, Marketing & PR, Dual Vocational Training
Place	Ho Chi Minh City, Vietnam
Employer profile	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

General Discipline Field of study	Law, Economics and Social Sciences (misc.)
Language Level	German, English Excellent (C1, C2)
Student status requirement	Undergraduate Student (currently pursuing a bachelor's degree)
Completed years of study	2
Required Knowledge	Practical experience in the corresponding area is a plus. You have solid knowledge of the MS Office package.
Required Skills	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

Internship position	Internship in (department)
Working environment	Office work
Work description/tasks	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.



Dates and duration of the internship	This is an ongoing offer. Period I Start: 01.03.2023 End: 31.07.2023 or Period II Start: 01.09.2023 End: 29.04.2024
---	--

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.