



Vacancy Announcement

As a federal enterprise, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, Environmental policy and sustainable use of natural resources, and Energy. For further information, please visit www.giz.de/viet-nam.

The GIZ Country Office in Viet Nam is looking for a qualified Vietnamese person to fill the position:

HR Assistant

Duty station: Hanoi, Viet Nam

Main responsibilities:

The HR Assistant will support the HR Section in administrative tasks of the following areas:

Human Resource Development

- Collaborates with colleagues from other sections and trainers/ facilitators to organize the induction events for new staff and other development measures (e.g. invitation, registration, logistics arrangement, agreement, materials, ...);
- Assists in facilitating/ moderating the training/ workshop events;
- Administers the training calendar update, the record of the training providers, the development record for staff;
- Assists in implementing, evaluating and recording HR development instruments;

Personnel Recruitments

- Posts the vacancy announcements/ job advertisements, collects the applications;
- If required, screens applications and prepares a shortlist according to the required criteria of the position;
- Invites the candidates for the interviews, arranges logistics for the interviews;
- Prepares the welcome packages and supports new staff on board;

The Integrated Experts and the Development Advisors

- Supports admin works related to development advisors and integrated experts;
- Translates documents if any;
- Supports to monitoring instruments budgets;
- Performs other duties and tasks at the request of management;

Minimum requirements:

- University degree in business administration, economics or sociology (if possible with a focus on HR management) or similar area;
- At least 3 years of professional experience in a comparable position;
- Excellent proficiency in written and spoken Vietnamese and English, knowledge of German would be an asset;
- Ability to appropriately plan and organize, administer and prioritize, monitor and evaluate the work flow;
- Ability to communicate effectively verbally and in writing;
- Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities;
- Ability to handle HR issues appropriately (confidentiality, data protection);
- Strong interpersonal skills;
- Good time management skills and good coordination skills and ability to juggle multiple responsibilities;
- Very good computer skills in MS office and database management;

- Demonstrates team work ability, dynamic and self-motivated character, willingness to up skill as required by the tasks to be performed.

Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.

Interested qualified candidates are invited to send the application in English, including copies of relevant certificates and references, either by email (to hr-giz@giz.de) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **June 2nd 2016**

Note: Please state “**Application for HR Assistant**” in the subject line or on the envelope.

Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

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