

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 programme “**Strengthening Provincial Health Systems**” is supporting the Ministry of Health and the provincial Department of Health to improve the provision of quality health services for the population, particularly for the poor and disadvantaged in the five provinces Yen Bai, Thanh Hoa, Phu Yen, Thai Binh and Nghe An. The project is implemented under the guidance of the Ministry of Health and is in its second phase with two components: (1) Strengthening the quality of management and (2) Strengthening the quality of curative and preventive health services. The programme is looking for a qualified local candidate to fill the following positions:

Administrative Assistant

Duty station: Yen Bai, Viet Nam

Duration: **6 months starting ASAP to 28/02/2017**

Main responsibilities:

- General administrative and secretariat support
- Translation and interpretation English-Vietnamese and Vietnamese-English
- Manage all communications and duty travel of project staff
- Process and file project documents and papers
- Manage the logistics and maintenance of all project equipment
- Ensure efficient communication in English and Vietnamese between the PPO and the CPO
- Accounting, budget and procurement management
- Prepare reports on accounts and project expenditure

Minimum requirements

- University degree in business administration or related areas
- At least 1-3 years of professional working experience in a relevant position
- Very good skills in English language, in speaking, reading and writing
- Knowledge about financial and accounting task is an asset
- Knowledge about public relation and communication is appreciated
- Good working knowledge of modern telecommunication systems and relevant computer applications (e.g. email, internet, software, MS Office, etc);
- Good communication skills; good team worker, dynamic, self-motivated character
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Successful candidates will enjoy good working conditions, competitive benefits and compensation and good policies of training and development.

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 **23rd August 2016**

Note: Please state “**Application for the Administrative Assistant – Health programme**” in the subject line or on the envelope.

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