

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 Energy Support Programme (ESP)** is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The programme is mainly funded by the German Government and focuses on Renewable Energy and Energy Efficiency.

The Energy Support Programme (ESP) requires a qualified local professional for the position of:

Administrative Officer (Logistics)

Duty station: Hanoi, Vietnam

Duration: Initially until August 2018 with the possibility of extension

Main responsibilities:

- Organizes programme events, meetings, workshops, seminars and study tours including all logistics arrangement, communication materials preparation, travel arrangement, visa arrangement, services contract preparation, etc.;
- Oversees the office administrative issues to ensure office daily operation, works with the office suppliers and landlord, manages the office equipment maintenance and inventory;
- Manages the cash funds based on the daily collected vouchers, reconciles the cash book upon request;
- Prepares the documentation for contract and procurement upon request;
- Manages the programme documentation and filing system;
- Assists the ESP team members in administrative tasks including flight tickets procurement, hotel booking, visa, international and local travel arrangement, travel expenses reimbursement, etc.;
- Performs the ESP secretariat, other duties and tasks at the request of the management team.

Minimum requirements:

- University degree or equivalent in a relevant discipline such as finance and accounting, business administration or public administration;
- At least 5 years of professional working experience in the area concerned; experience in a similar position in a project/ programme in international development cooperation is an asset;
- Strong experience in organizing workshops/ trainings in the country and abroad, general administration and especially office management and logistics;
- Proficiency in visa process is an asset
- Full proficiency in information technologies as well as Vietnamese and English; good knowledge of German would be a strong asset;
- Excellent management, communication and interpersonal skills;
- Dynamic, reliable and open-minded character having the willingness to excel and perform on a high-level under pressure and tight deadlines;
- Willingness to travel nationally and internationally.

Successful candidates will enjoy good working conditions with a friendly and creative working environment, open corporate culture, competitive benefits and compensation and good policies of training and development.

Interested qualified candidates are invited to send the GIZ Application form in English, 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 **5th July 2017**

Note: Please state “**Application for the Administrative Officer (Logistics) - ESP**” 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.

Please complete all the information in GIZ Application form with link download here: <http://bit.ly/2nyiCY6>

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