

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:

Executive Secretary

Duty station: Hanoi, Vietnam

Duration: Initially until August 2018 with the possibility of extension

Main responsibilities:

- Provides administrative support, maintains overall good flow of communication to and from the programme director and the management team:
 - Organizes and coordinates the work schedule and appointments
 - Prepares for the meetings (e.g. schedule, agenda, materials, translation, meeting minutes and following up) and business trips (e.g. air ticket, visa, accommodation, travel arrangement, etc.)
 - Manages incoming and outgoing correspondences including faxes and emails
 - Maintains the documentation and filing system including the confidential one particularly in the field of personnel and finance;
- Provides administrative support to the visitors including work schedule, meetings coordination, etc.;
- Supports the admin team in the events organization, visa application, travel arrangement as well as other administrative tasks when needed;
- Acts as a focal contact of ESP in the emergency team of GIZ Vietnam;
- Performs other duties and tasks at the request of the management team.

Minimum requirements:

- University degree or equivalent in a relevant discipline such as 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 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, 3 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 Executive Secretary - 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>

GIZ – YOUR PARTNER FOR A BETTER FUTURE