

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 project "Sustainable Freight and Logistics in the Greater Mekong Subregion" aims to increase sustainable freight transport and logistics in at least 500 small and medium enterprises (SME) in Cambodia, Lao PDR, Myanmar, Vietnam (CLMV) and Thailand. In order to improve the fuel efficiency and thus the environmental footprint of freight transport operations in the region, the project works with local companies, freight associations, banks and the national governments on actions like eco-driving, better maintenance, adoption of fuel-saving technologies, enhanced access to finance for truck upgrades, green freight labelling and national action plans. A second field of action is the safe transport of dangerous goods, where the project also aims to build capacity of local companies and improve the legal framework.

The project is funded by the Switch Asia fund of the European Union, which promotes sustainable consumption and production project across Asia. GIZ is in charge of leading the implementation of this project, in close partnership with the Mekong Institute, the GMS Freight Transport Association (FRETA) as well as GIZ's regional Transport and Climate Change project.

The project is looking for a local candidate to fulfil the following position:

Administrative Assistant "SFLMS"

Duty Station: Hanoi, Vietnam

Duration: ASAP until 31 January 2019

Main responsibilities:

- Daily operational administrative affairs, i.e. liaising with GIZ Office, counterparts, and other stakeholders; communications, travel management, management of enquiries and scheduling of meetings, etc.
- Assisting project staff, consultants, counterpart staff and other stakeholders in meeting their administrative needs which fall under the project's objective.
- Preparing meetings, seminars and workshops and documenting the results as well as arranging workshop equipment and material;
- Providing administrative support to the project, especially translations from Vietnamese into English and vice versa;
- Drafting official letters to counterparts and other stakeholders upon request of the Project Director.
- Keep records of all information related to project for documentation
- Other tasks assigned by Co-Director and Regional Coordinator

Minimum requirements

- Bachelor degree in relevant field of work or related studies;
- At least 2 years of professional working experience in a similar position;
- Ability to communicate with and relate easily to both international and national colleagues;
- Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, internet and its software);
- Excellent command of Vietnamese and English in writing and speaking; knowledge of German is an advantage.

Successful candidates will enjoy competitive benefits and compensation, a friendly and creative working environment, 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 **30th June 2017**.

Note: Please state “**Application for Administrative Assistant – SFLMS**” 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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