

# 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](http://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 qualified local professionals for three following positions:

## **Position 1**

### **Administrative Officer / Finance**

Duty station: Hanoi, Vietnam

Duration: 01 November 2017 until 31 December 2018 with the possibility of extension

#### **Main responsibilities:**

- Implementation and monitoring of the financial accounting system such as budget preparation and monitoring, cash flow forecasting and monitoring, cost monitoring etc. for the assigned projects of energy support programme (ESP) in line with GIZ standard procedures
- Ensuring that the financial services within the programme are carried out in accordance with GIZ financial and accounting guidelines and with standard procedures for project accounting systems
- Effectively coordinating with the technical officers in the various ESP sub-teams as well as with colleagues of the finance section at GIZ country office or finance department at GIZ head office
- Ensuring effective and efficient communication and flow of information within the projects/programme
- Support and deputy other admin officer(s) when required.

#### **Minimum requirements:**

- University degree or equivalent in a relevant discipline such as finance and accounting, business 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 finance monitoring and budget planning;
- Strong experience in operating accounting software, SAP is an asset
- Full proficiency in information technologies as well as Vietnamese and English;
- 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;

## **Position 2**

### **Administrative Assistant**

Duty station: Hanoi, Vietnam

Duration: 01 November 2017 until 31 December 2018 with the possibility of extension

#### **Main responsibilities:**

- Administrative support to the Project "Smart Grids for Renewable Energy and Energy Efficiency (SGREEE)", in accordance with the rules and regulations (OuR) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and/or the GIZ Office in Viet Nam
- Management of the SGREEE secretariat
- Administrative support to all logistics around international and local events/workshop organisation
- Management of adequate project documentation as well as knowledge dissemination, including filing of documents of the project office in reference files or in DMS in line with GIZ's filing rules

- Communication and flow of information between the SGREEE and the GIZ Energy Support Programme (ESP) as well as with the GIZ Country Office
- Support to the ESP finance and procurement staff in preparation of documentation
- Assistance to ESP team members in administrative tasks, when required.

**Minimum requirements:**

- University degree in relevant field of work or related studies such as accounting, business administration or public administration;
- 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.

**Position 3**

**Translator/Interpreter**

Duty station: Hanoi, Vietnam

Duration: 01 December 2017 until 31 December 2018 with the possibility of extension

**Main responsibilities:**

- Provides professional high quality interpretation at conferences/workshops/meetings and translation of professional reports and documents from Vietnamese to English and vice versa;
- Files and maintains information and datasets (electronic and printed) relevant for the projects of the Energy Support Programme (ESP);
- Supports the projects PR and communication activities, especially in the field of material production and quality control.

**Minimum requirements:**

- Bachelor degree in relevant field of work or related studies;
- At least 3 years of professional working experience in a similar position;
- Strong experience in interpretation and translation;
- Full proficiency in information technologies as well as Vietnamese and English;
- 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;

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **20<sup>th</sup> October 2017**

Note: Please state

“**Application for the Administrative Officer/Finance - ESP**”

Or “**Application for the Administrative Assistant - ESP**”

Or “**Application for the Interpreter/Translator - 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>