

# 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. 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 joint technical cooperation programme “Reform of TVET in Viet Nam” (TVET Programme) is financed by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalides and Social Affairs (MoLISA). The TVET Programme consists of three components:

1. TVET Policy Advice and System Reform
2. Support for Centres of Excellence for TVET
3. TVET for Skilled Workers in the Wastewater Sector

The TVET Programme is looking for qualified national candidates to fill the following positions:

**Position 1:**  
**Programme Officer**  
**“TVET – Greening and Capacity Development of TVET Personnel”**

Duty station: Hanoi, Viet Nam

Duration: ASAP until 31.08.2020 (with possible extension)

The Project Officer is responsible for the activities to support greening technical vocational education and training (TVET) and greening TVET institutes (approximately 70%) as well as aspects related to further training of TVET teachers and managers (approximately 30%). Based on lessons learnt from the implementation of pilot activities in the supported TVET institutes, the Project Officer will facilitate the integration of relevant aspects and recommendations into the national legal framework and the implementation on the system level.

**Main responsibilities:**

- Initiate policy-related change processes concerning greening TVET and capacity development for TVET personnel;
- Provide professional advice to DVET by identifying needs, providing technical inputs (including policy papers), support for the development of concepts, strategies and legal documents;
- Plan and implement with various partners capacity development measures and activities (including multiplier workshops) within scope of responsibility;
- Report on and monitor activities;
- Support upscaling of a green basic module and dissemination on system level;
- Develop and maintain contacts and foster synergies with and between a broad range of public and private stakeholders;
- Develop ready-to-use materials, procedures, processes and digital instruments;
- Lead knowledge management in the working area and communicate innovations to a broad range of stakeholders;
- Support partners to share experiences among ASEAN countries;
- Coordinate with other GIZ programmes and donors.

**Minimum requirements:**

- Masters/MSc in a related study programme;
- At least 5 years professional experiences in the business sector or in TVET;

- Experiences in shaping change processes, networking among business and political stakeholders and providing policy advice on legal issues related to education and training and/or labour/market are an asset;
- Working experience with international development organizations or the consulting industry is an asset;
- Strong organizational and analytical skills and ability to write policy briefs;
- Excellent verbal and written communication skills;
- Language skills: Vietnamese as a mother tongue; fluency in English; German is an asset;
- Strong self-motivation and proven ability to work both - autonomously and in a team;
- Ability to prioritize and plan effectively;
- Flexibility and willingness to travel;
- Very good working knowledge of ICT technologies.

### **Position 2:**

#### **Junior Program Officer for M&E, Quality Assurance and Inclusion**

Duty station: Hanoi, Viet Nam

Duration: ASAP until 31.08.2020 (with possible extension)

#### **Main responsibilities:**

- Develop and implement the results-based monitoring (RBM) system of the TVET Programme in line with GIZ regulations;
- Develop survey methodologies and questionnaires for data collection and implement all necessary M&E activities;
- Develop Terms of Reference for M&E activities to be conducted by third parties, assure quality of M&E services;
- Advise programme partners and programme staff in M&E, data collection and survey design and analysis;
- Analyze data, develop reports and provide steering relevant information for the program management and partners;
- Participate in the development of programme operational plans, concepts, results matrices, programme indicators and M&E schedules;
- Develop and implement an internal quality assurance system for the program management;
- Document and share lessons learnt with colleagues and partners;
- Develop and implement a concept to support the inclusion of marginalized groups and persons with disabilities in programme implementation and vocational training in Vietnam;
- Support programme partners in inclusion topics;
- Develop and distribute reports among TVET stakeholders;
- Translate relevant documents.

#### **Minimum requirements:**

- University degree in a related study programme;
- At least 1-2 years working experiences in a similar position;
- Working experience with international development organizations or the consulting industry is an asset;
- Strong organizational and analytical skills;
- Excellent verbal and written communication skills;
- Language skills: Vietnamese as a mother tongue; fluency in English, good knowledge of German is an asset;
- Strong self-motivation and proven ability to work both - autonomously and in a team;
- Ability to prioritize and plan effectively;
- Flexibility and willingness to travel;
- Excellent knowledge of ICT technologies.

**Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.**

Interested qualified candidates are invited to send the GIZ Application form in English, including 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**, 6<sup>th</sup> Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **May 07<sup>th</sup> 2018**.

Note: Please state **“Application for Programme Officer “TVET – Greening and Capacity Development of TVET Personnel”** or **“Application for Junior Programme Officer “TVET\_M&E”** in the subject line or on the envelope. 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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