

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 is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The current technological focus is on solar power, wind power, bioenergy, energy access and energy efficiency.

The EU-Vietnam Energy Facility that is co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) aims at supporting the government and key stakeholders to improve the preconditions for universal energy access, utilization of renewable energy and increase of energy efficiency. GIZ provides Technical Assistance for the implementation of the EU-Vietnam Energy Facility, which includes support to EREA and other stakeholders on renewable energy, energy efficiency and energy data/statistics as well as the secretariat of the Vietnam-Energy Partnership Group (VEPG) between the Government of Vietnam and Development Partners in order to better coordinate Official Development Assistance (ODA) in the energy sector and to align it with Vietnam's development goals and priorities.

The VEPG is a multi-level forum that supports policy dialogue, sectoral coordination and exchange of experiences and information. It is chaired by a Steering Committee and constituted by technical working groups co-chaired by representatives of the Vietnam Ministry of Industry and Trade and Development partners.

The VEPG Technical Working Group focus on: (1) Renewable energy; (2) Energy efficiency; (3) Structural energy sector development and reform; (4) Access to energy; (5) Energy data & statistics.

The specific objectives of the VEPG are as follows:

To provide a forum for high-level policy dialogue and thematic dialogue between the Vietnamese side and Development Partners, as well as representatives from the business, NGO and research communities on energy development in the context of the Sustainable Development Goals and the Paris Agreement on climate change;

- 1) To provide a platform to facilitate alignment of ODA with Viet Nam's energy and climate change strategies and action plans as well as shared international commitments, and private investment in the energy sector;
- 2) To provide a platform to facilitate implementation of development cooperation activities in the energy sector, and to reinforce coherence and effectiveness of international support while avoiding duplication and fragmentation of aid delivery;
- 3) To enhance learning through information sharing and communication between national and international participants on sustainable energy supply, access to affordable and modern energy services, renewable energy and energy efficiency.

The Energy Support Programme (ESP) requires a qualified local professional for the following positions:

02 Project Officers

in charge of technical working groups (TWG) of the Vietnam Energy Partnership Group (VEPG).

- **One officer will be in charge of 2 TWGs: renewable energy and structural energy sector development and reform**
- **One officer will be in charge of 3 TWGs: energy efficiency, energy access, and energy data and statistics**

Duty station: Hanoi, Vietnam

Duration: 3 years contract starting ASAP with the possibility of extension

Main responsibilities:

- **Support the chair and co-chair in the preparation and moderation of the Technical Working groups:**
 - Propose agendas of TWG meetings for approval by the respective chairs and co-chairs;
 - Circulate the approved agendas and background materials to TWG participants;
 - Make logistical arrangements for TWG meetings;
 - Document and diffuse the TWG work and conclusions;
 - Monitor and report on progress of the TWG
- **Liaise and coordinate with TWG chair, co-chairs and members;**
 - Prepare and regularly update a list of development partners and development cooperation activities;
 - Develop and maintain a network and promote coordination among members of the TWG;
- **Prepare technical inputs for the TWG:**
 - Gather technical inputs from members of the TWG and from experts;
 - Compile inputs and develop policy papers or input papers for approval by the TWG;
 - Support the development of Terms of Reference, selection and contract preparation for institutions/companies that carry out short-term assignments;
 - Supervise and liaise the work of experts on short-term assignment;
 - Provide technical inputs for communication purposes and support the development of communication material by the TWG;
 - Maintain a sector watch and summarize the main news for the timely information of the TWG.
- **Other tasks**
 - Ensure and maintain close and effective cooperation among international and national experts and Project team and partners;
 - Support in maintaining quality assurance in the work and in the outputs of the TWG;
 - Provide logistical, administrative, research & analytical support to external (e.g. international and national trainers, consultants); facilitate the visits and logistics of the international consultants;

Minimum requirements:

- Minimum a Master Degree in Political Sciences, Economics or Business Administration
- Minimum 5 years of experience in the energy sector and at least 3 years of experience working in or with Development partners
- Experience in a combination of the following areas is essential: energy efficiency, energy data and statistics, energy sector reform
- Full proficiency in information technologies as well as Vietnamese and English;
- Experience in managing international and national consultants
- Experience in or working with public institutions
- Experience in supporting consultation process and policy dialogue
- 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) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **14th May 2018**.

Note: Please state in the subject line or on the envelope one of the following:

“Application for the Project Officer in charge of technical working group (TWG) – ESP/4E”

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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