

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.

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, Invalids 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:

Positions:

Translator/Project Assistant (2 persons)

“Support for Centres of Excellence for TVET”

Duty station 1: Trang Bom District, Dong Nai Province, Viet Nam

Duty station 2: Long Thanh District, Dong Nai Province, Vietnam

Duration: ASAP until 31.08.2020 (with possible extension)

Main responsibilities:

The Translator/Project Assistant is responsible for

- Supporting the development advisor and other project staff and short-term experts in translation (English/Vietnamese/English) as well as in verbal and written communication with the partners;
- Supporting the development advisor in his advisory services to the partner institutes;
- Providing administrative support for activities implemented within the framework of the Component “Support of Centres of Excellence for TVET”;
- Providing support in collecting, documenting and managing data required for monitoring and evaluation of activities implemented with the partner institutes.

Minimum requirements:

- very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
- knowledge of technical translations in the field of electronics/electrics or mechanics and vocational training; it is desirable to have completed a degree-level training related to electronics and/or mechanics at a university;
- good knowledge of MS Office
- at least 3 years of professional experience in a comparable activity
- good communication and team working skills

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, 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 **15 June 2018**.

Note: Please state “**Application for Translator/Project Assistant “Support for Centres of Excellence in TVET”**” 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 the GIZ Application form with link download here: <http://bit.ly/2nyiCY6>