

# 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 “Sustainable Economic Development Cluster” currently consists of three programmes, namely ‘Macroeconomic Reforms/Green Growth’, ‘Social Dimension of Green Growth’ and ‘Support to the Office of the Government in Legal Affairs’. Partner institutions of the programmes in the cluster are MPI, CIEM, MoF, SBV, MoLISA and Office of the Government. The German Government and the European Union (EU) finance the projects of the Cluster. Activities are concentrated in Hanoi with occasional activities in the provinces.

The cluster requires a qualified national professional for the position of:

## **Administration and Finance Manager “Macroeconomic Reforms and Green Growth”**

Duty Station: Hanoi, Vietnam  
Duration: **ASAP to April 2020**

### **Main responsibilities:**

- Implementation and monitoring of all administrative and financial aspects in relation to German Government and EU funds;
- Ensuring the commercial quality in relation to GIZ and EU instruments and processes;
- Controlling and management of finances (budget planning and monitoring, costs - and expenditure monitoring, cash flow monitoring, co-financing regulations, fund requests etc.);
- Supervising and using of financial monitoring tools such as Winpaccs, Cost Control (coming Onsite Reporting), SAP etc.;
- Managing the finance / administration of the cluster (contracts, tenders, cash, bank, financing instruments, etc.) as per the responsibilities within the delegation of the project;
- Quality assurance of administrative and financial documents, such as local subsidies, financing agreements, invoices, contracts etc.;
- Supervising, controlling and advising GIZ cluster staff in regarding to administrative and financial procedures;
- Imparting capacity building and training of admin/finance project personal;
- Quality assurance and preparation of financial reporting to donors, programme director or other stakeholders as per the respective requirements and regulations;
- Supervise administrative and finance related tasks, such as cash, bank, preparation of different contracts, procurement of goods, tenders, logistical support, drawing up letters, inventory, log books, travel settlement calculation, etc., in adherence with GIZ rules and regulations;
- Fostering good communication and information flows among the cluster's administrative personal assigned to different entities including the effective coordination with colleagues at the GIZ Country Office.

### **Minimum requirements**

- Master degree or university degree in finance, accounting, business administration, economic or similar area;
- ACCA qualification would be an asset;
- At least 8 years' professional experience in a comparable position with management and leadership experience;
- At least 5 years in an organization of international cooperation preferably in a project / programme / or in the area administration and finance;
- Proven in-depth understanding of financial planning and accounting and administration (BMZ /EU)
- Very good communication and interpersonal skills;

- Experience in working within international teams;
- Excellent advisory, leadership, and management skills;
- Excellent written and oral English language skills; good command of German would be an asset;
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Cost Control, Onsite Reporting, Winpaccs, SAP...);
- Dynamic, reliable, self-motivated, service-oriented and able to work under pressure;

**Successful candidates will enjoy competitive benefits and compensation, a friendly and creative working environment, training and development.**

Interested, qualified candidates are invited to send 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**, 6<sup>th</sup> Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Viet Nam), before **18<sup>th</sup> June 2018**.

Note: Please state '**Application for the Administration and Finance Manager – Macroeconomic Reforms and Green Growth**' 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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