

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 Project Social Dimension of Sustainable Green Growth in Vietnam aims to achieve a more inclusive green growth path by strengthening the Ministry of Labor, Invalids and Social Affairs' capacity to identify and assess the impact of structural reforms and ensure that measures to compensate negative side effects are in place.

The project is part of the Program Macro Economic Reform/Green Growth, which supports the Vietnamese Government developing and implementing macro-economic reforms toward a green, more inclusive model of growth.

The Project is looking for a **qualified candidate** to fill the position:

Administrative Officer “SD”

Duty station: Hanoi

Duration: ASAP to 30 June 2019 with possible extension

Main responsibility

- General administrative and secretariat support including receptionist task
- Support the logistics and maintenance of all office equipment, office operation
- Implementation and monitoring of the financial accounting system such as budget preparation and monitoring, cash flow forecasting and monitoring, cost monitoring etc. for the Social Dimension project 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
- Support and deputy other admin officers when needed
- Support and collaborate with another Admin officer in project office when needed

Minimum requirements

- A University Degree or equivalent in a relevant discipline such as finance and accounting, business administration or public administration;
- At least 3-5 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; good knowledge of German would be a strong asset;
- 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;
- Willingness to travel nationally and internationally.

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 application in English, including 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 **31st July 2018**.

Note: Please state “**Application for Administrative Officer - SD**” 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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