

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 Technical and Vocational Education and Training 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 **position**:

Translator/Project Assistant

“Support for Centres of Excellence for TVET”

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

Duration: ASAP until 31.08.2020 (with possible extension)

Main responsibilities:

- Supporting the development advisor and other project staff and short-term experts in translation (English/Vietnamese) as well as in verbal and written communication with teaching and management staff of the partner TVET institutes, companies and other partners;
- Supporting the development advisor in advisory services to the partner TVET 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:

- At least 3 years of professional experience in a comparable activity;
- Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
- Experience in technical translations in the field of mechanics or metal technology and vocational training; it is desirable to have completed a degree-level training related to mechanics or metal technology at a university;
- Good knowledge of MS Office;
- 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 8th **August 2018**.

Note: Please state **“Application for Translator/Project Assistant 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>