

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 Technical Cooperation Project “Conservation and sustainable Use of Forest Biodiversity and Ecosystem Services in Viet Nam” is financed by German Ministry for Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Viet Nam Administration of Forestry under the Ministry of Agriculture and Rural Development (MARD).

The project is looking for a local qualified candidate to fill the following position:

Administrative Officer “BIO”

Duty station: Ha Noi, Viet Nam

Duration: ASAP until 31st December 2021

Responsibilities

- Ensuring contracting, procurement, financial and administration functions are well in accordance with GIZ standard procedures
- Effectively collaborating with the project’s admin and technical team for timely and efficient contracting and contract monitoring
- Effectively coordinating with the staff of the contracting team at GIZ country Office and / or Head quarters
- Supporting financial planning, monitoring and accounting
- Supporting financial administration functions are well in accordance with GIZ standard procedures
- Identifying relevant problems and issues and assisting in formulating implementation-oriented solutions

Minimum requirements:

- University degree in Business Administration, Economics or equivalent
- At least 5 years’ professional experience in the area of contracting and procurement in an international environment and / or NGO
- In-depth understanding about rules and regulations in the field of contract management & procurement
- Fluent in English (both orally and in writing)
- Good knowledge of German would be an advantage
- Ability to work both independently and in team under high work pressure
- Excellent communication skills
- Very good working knowledge of information technologies and computer applications (e.g. MS Office, accounting software)

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), by **August 7th 2020**.

Note: Please state “**Application for Administrative Officer – BIO**” 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>