

# 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](http://www.giz.de/viet-nam).

The joint technical cooperation programme “Reform of Technical 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, Invalides 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 a qualified national candidate to fill the position:

## **Administrative Officer Contracts and Procurement “TVET”**

Duty station: Hanoi, Viet Nam

Duration: ASAP until 31.08.2021 (with possible extension until 31.08.2023)

### **Main responsibilities:**

- Manage and monitor all contracts within the TVET Programme (TVET), including consultants, consulting companies and other service providers for different projects of the Programme; follow up their respective implementation and monitor respective payments in accordance with GIZ rules and regulation.
- Ensuring that the contracting and Procurement services within the programme are carried out in accordance with GIZ guidelines.
- Effectively coordinating with the staff of the contracting and procurement team at GIZ country Office and/or Headquarter.
- Ensuring effective and efficient communication and flow of information within the programme.
- Support and back-up other Admin Officers when required

### **Minimum requirements:**

- A University Degree or equivalent in a relevant discipline such as finance and accounting, business administration public administration.
- Strong experience in general administration and especially contracting and procurement.
- At least 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.
- 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.

**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](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, Vietnam), before **21<sup>st</sup> August 2020**.

Note: Please state “**Application for Administrative Officer/C&P, 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 GIZ Application form with link download here: <http://bit.ly/2nyiCY6>

**GIZ – YOUR PARTNER FOR A BETTER FUTURE**