

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.

GIZ has been commissioned by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) with the regional Clean, Affordable and Sustainable Energy in South East Asia (CASE) Project. The political partner in Viet Nam is the Committee on Science, Technology and Environment of the National Assembly (NA).

The project aims to drive change in the energy sector in SEA towards increased ambition with regards to climate change. It focuses on the four main SEA countries in terms of energy demand (Indonesia, Philippines, Thailand and Vietnam) and also foresees regional interventions. Composed of a wide range of organisations and driven by strong regional cohesion and network, CASE will propose evidence-based solutions to the challenges met by decision makers and build societal support around those solutions. CASE will also support coordination in the SEA energy sector, provide technical and policy support and facilitate dialogue around a new energy vision.

The project (CASE) is looking for a local qualified professional for the position of:

Administrative Officer / Finance “CASE”

Duty station: Hanoi, Vietnam

Duration: ASAP for 1 year with the possible extension

Main responsibilities:

- implementation and monitoring of the financial accounting system such as budget preparation and monitoring, cash flow forecasting and monitoring, cost monitoring etc. for the assigned project(s) of energy support programme (ESP) 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
- effectively coordinating with the technical officers in the various ESP sub-teams as well as with colleagues of the finance section at GIZ country office or finance department at GIZ head office
- ensuring effective and efficient communication and flow of information within the projects/programme
- support and deputy other Admin Officer – Finance when required.

Minimum requirements:

- University degree or equivalent in a relevant discipline such as finance and accounting, business 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;
- 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 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), before **7th September 2020**.

Note: Please state “**Application for the Administrative Officer /Finance – CASE**” 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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