

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 GIZ Energy Support Programme is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The current technological focus is on solar power, wind power, bioenergy, energy access and energy efficiency.

The Renewable Energy and Energy Efficiency (4E) project, financed by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the European Union (EU) supports the government and key stakeholders to improve the preconditions for universal energy access, utilization of renewable energy and increase of energy efficiency.

The cooperation in the field of renewable energy for the German-Vietnam component focus on supporting the Electricity and Renewable Energy Agency of the Ministry of Industry and Trade to improve the regulatory framework and develop and use a monitoring mechanism for RE development. The component also aims at supporting key Vietnamese investors and other private sector organizations in order to facilitate their entry in the renewable energy market.

The EU-Vietnam Energy Facility aims at supporting the government and key stakeholders to improve the preconditions for universal energy access, utilization of renewable energy and increase of energy efficiency. The EU-Vietnam Energy Facility includes additionally a demand-driven technical assistance facility in order to support EREA and other stakeholders to improve the regulatory framework of renewable energy and build capacity for renewable energy and energy access.

The GIZ Energy Support Programme requires a qualified local professional for the following position:

Junior Project Officer “ESP-4E”

Duty station: Hanoi, Vietnam

Duration: 01.04.2021 until 31.03.2023 with the possibility of extension

Main responsibilities:

- develops overviews of project activities, deadlines etc. and presents this regularly at team meetings
- drafts work plans and, where possible, cost estimates
- supports project monitoring and updates information on project progress, documents and reports regularly on the status of results
- development of tools and templates for activity planning and monitoring
- assists the Project Director with collection of data and information for the development of portfolio opportunities
- assists with coordinating and documenting meetings, workshops, seminars and other project activities with a focus on technical aspects
- assists with the preparation and implementation of activities in the framework of the Technical Assistance to the EU-Vietnam Energy Facility and its related components; with a particular focus on VEPG-related activities
- supports the preparation and implementation of VEPG related activities, such as Technical Working Group, Steering Committee and High-level Meetings
- prepares documents for so-called Project Steering Committee meetings
- assists short-term experts assigned to the project in completing their tasks
- other tasks as required by staff of the Project

Minimum requirements:

- Bachelor's degree in Energy Engineering, Environmental Sciences, Sustainable Development, Economics, or another relevant field
- At least 1 year of professional working experience
- Work experience in the energy sector is an asset
- Work experience with international organizations or companies is an asset
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, Access or other database programme)
- Fluent English language skills, German language skills is an asset
- Experience with research is desirable
- Excellent organisation and communication skills
- Able to work in a team while taking on responsibility for own tasks individually
- Willingness to work in a multi-cultural team

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 **09th February 2021**.

Note: Please state in the subject line or on the envelope the following: **Application for the Junior Project Officer "ESP_4E"**

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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