

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 “**Regional Cooperation programme to Improve the training of Technical and Vocational Education and Training (TVET) personnel**” (RECOTVET) aims to optimize the framework conditions for a generally improved and regionally integrated systems of education and further training of TVET personnel. The programme works closely with relevant bilateral TVET programmes in ASEAN countries for the implementation.

The RECOTVET programme requires a qualified local candidate for the following positions:

Position 1:
Junior Programme Officer “RECOTVET”
Duty Station: Hanoi, Vietnam
Duration: Starting ASAP until 23.06.2023

Main responsibilities:

The Junior Programme Officer provides support for:

- the team leader and other experts in the performance of technical tasks
- preparation and documentation of internal and external meetings, meetings, workshops, conferences, etc.
- development of PR materials, presentations
- support of programme M&E activities
- data collection, entry and quality assurance
- data entry and quality assurance of the programme’s M&E system in line with rules and regulations
- carrying out specific research tasks which are required for planning the implementation programme activities.
- He/She will work with a team of GIZ and external experts to develop and implement the project.

Minimum requirements:

- University degree (preferably Masters) in International Studies, English, Education, Business or Economics
- At least 02 years of working experience preferably in the areas concerned
- Initial work experience related to education, human resources development, technical and vocational education and training, future skills, digitalisation or labour markets
- Work experience in international organisations, business membership organisations or government is an asset
- Outstanding English language skills including proven drafting skills. Knowledge of German is an asset but not expected
- Strong analytical skills
- Good team player
- Ability to independently structure and support work processes
- Affinity for digital technologies / solutions is an asset, good working knowledge of current ITC technologies and popular software and applications a must
- Willingness to learn as required by the tasks to be performed – corresponding measures to be agreed with management

Position 2:
Programme Officer “RECOTVET”
Duty Station: Hanoi, Vietnam
Duration: Starting ASAP until 23.06.2023

Main Responsibilities:

- Implementing daily operational aspects of all issues related to the project in coordination with the superior
- Technical advice on solutions for the promotion of future skills and digitalization of TVET in line with stakeholder and customer requirements, GIZ rules and regulations and the technological state of the art.
- Development of concepts and terms of reference for providers of technical solutions and consulting services.
- Support for analytical work on topics related to future skills and the digitalisation of TVET
- Preparation of reports, documentations, and PR and communication documents
- Contribution to the planning and implementation of regional and national events including trainings, workshops and conferences
- Maintaining of a good flow of communication and information between stakeholders in regional and national partner institutions, GIZ projects and programmes in the ASEAN region and teams of the RECOTVET programme in Hanoi and Bangkok
- Contributions to the smooth operation of the programme

Minimum Requirements

- Masters/MSc in an area that is related to the responsibilities and tasks (e.g. education / vocational education, computer science, project management, others), with a focus on a relevant field (e.g. future skills, digital teaching and learning).
- Excellent working knowledge and experience with the use of ICT in education and / or software development, website development and management, etc.
- Working knowledge of authoring tools and eLearning software, learning management systems, and digital learning formats.
- Minimum of 5 years working experiences in a similar position
- Strong organizational and analytical skills
- Excellent verbal and written communication skills
- Teamwork – also across sectoral and national borders
- Language skills: Excellent English including written English / drafting skills (German can be an advantage)
- Knowledge of content management systems (like Joomla, WordPress) is an asset
- Knowledge of CSS and HTML can be an advantage
- Strong self-motivation and proven ability to work autonomously and in a team
- Ability to prioritize and plan effectively
- Flexibility and willingness to travel regularly in the ASEAN region
- Working experience with international organizations (like UN, EU, DFAT, USAID), academic institutions or the consulting industry in the fields Future of Work, Digitalization and TVET are an asset
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Successful candidates will enjoy competitive benefits and compensation, a friendly and creative working environment, training and development.

Interested, qualified candidates are invited to send 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, Viet Nam), before **9th February 2021**.

Note: Please state the following if you wish to apply for one of the two positions in the subject line or on the envelope:

Position 1: 'Application for the Junior Programme Officer – RECOTVET' or

Position 2: 'Application for the Programme Officer – RECOTVET'

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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