

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 Programme Reform of TVET in Viet Nam (TVET Programme) consists of three Fields of Activity:

1. TVET Policy Advice and System Reform
2. Support of Centres of Excellence for TVET
3. TVET for Skilled Workers in the Wastewater Sector

The TVET Programme is looking for a qualified Vietnamese person to fill the position:

Administrative Assistant “TVET”

Duty station: Hanoi, Viet Nam

Duration: starting from March 2021 with 01-year contract (with possible extension)

Main responsibilities:

- Administrative support to the TVET Programme, in accordance with the rules and regulations (PuR) of the Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH and/or the GIZ Country Office in Viet Nam.
- All logistics around international and local events/workshops organisation.
- Travel management and support at site for events/workshops/ trainings in the country.
- Provide translation services when needed (between English and Vietnamese)
- Asset Management of TVET Programme.
- Supporting the finance and procurement staff in preparation of documentation.
- Communication and flow of information within the project/programme and whit the GIZ country office
- Assistance to TVET team members in other administrative tasks

Minimum requirements:

- University degree or equivalent in a relevant disciple such as finance and accounting, business administration,
- At least 1-3 years of professional working experience in the area concerned; experience in a similar position in a project in GIZ or an international development agency is an asset.
- Dynamic, reliable, and open-minded character having the willingness to excel and perform on a high level under pressure and tight deadlines.
- Language skills: Vietnamese as a mother tongue; fluency in English; German is an asset.
- Good organizational skills and ability to prioritize effectively.
- Flexibility and willingness to travel to support for events, when required
- Fluent in English (both orally and in writing). Good knowledge of German would be an advantage

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) 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 “**Application for Administrative Assistant – 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>