

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.

The joint Vietnamese-German technical cooperation programme “Reform of Technical and Vocational Education and Training in Viet Nam II” (TVET Programme) aims to better align TVET in Viet Nam to the changing world of work. It is funded 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, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, three main outputs have to be achieved:

- Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected.
- Output 2: The regulatory framework of TVET is aligned to the requirements of the changing world of work
- Output 3: The concept of High-Quality TVET institutes is successfully implemented in selected TVET institutes.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-orientated qualified workforce in Viet Nam. The TVET Programme is looking for qualified national candidate to fill the following positions:

Translator/Project Assistant

Duty station: Dong Nai, Viet Nam

Contract duration: ASAP until 15.01.2022 with possible extension until 2024

Main responsibilities:

- Supporting the development advisor (DA) and other project staff and short-term experts in translation (English/Vietnamese) as well as in verbal and written communication with the partners;
- Supporting the DA in his advisory services to LILAMA 2 and other partner institutes;
- Providing administrative support for activities implemented within the framework of the Component “Supporting High-Quality TVET Institutes”;
- Providing support in collecting, documenting and managing data required for monitoring and evaluation (M&E) of activities implemented with LILAMA 2.

Minimum requirements:

- University degree in the program related area
- At least 3 years of professional experience in a comparable activity;
- Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset but not required;
- Experience in technical translations in the field of mechanics, metal technology or similar; it is desirable to have experience in the vocational training system;
- Good knowledge of MS Office;
- Good communication and team working skills.

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 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 26th April 2021**.

Note: Please state in the subject line or on the envelope the following: “Application for the Program Assistant – TVET”. Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please complete all the information in the GIZ Application form with link download here: <http://bit.ly/2nyiCY6>.