

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 country office in Hanoi is providing the administrative, human resources (HR), contractual and accounting services to the projects implemented by GIZ in Viet Nam.

The GIZ country office in Hanoi is looking for **a qualified national candidate** to fill the position:

HR Assistant

Duty station: Hanoi, Vietnam

Duration: 8 months, start as soon as possible

The HR Assistant will provide supports during the national staff recruitment process, on-boarding process and other HR related administration processes.

Main tasks:

- Posts the vacancy announcements, collects the applications, assists in the applications screening;
- Invites the candidates for the interviews, arranges logistics for the tests and interviews;
- Assists in organizing the induction events and introductory days for new staff and other development measures (invitation, registration, logistics arrangement, agreement, materials, etc.);
- Assists in facilitating/ moderating the training/ workshop events;
- Administers the training calendar, the record of the training providers, the development record of the staff;
- Scans and digitalizes personnel files according to the required filing structure;
- Performs other duties and tasks at the request of management.

Minimum requirements:

- University degree in business administration, economics or sociology (if possible with a focus on HR management) or similar area;
- Preferred 1-3 years of professional experience in a comparable position;
- Ability to appropriately plan and organize, administer and prioritize, monitor and evaluate the work flow;
- Ability to communicate effectively verbally and in writing;
- Ability to handle HR issues appropriately (confidentiality, data protection);
- Good interpersonal skills and coordination skills;
- Good time management skills and ability to juggle multiple responsibilities;
- Good computer skills in MS office and database management;
- Excellent proficiency in written and spoken Vietnamese and English, knowledge of German would be an asset;

- Demonstrate team work ability, dynamic and self-motivated character, willingness to up skill as required by the tasks to be performed.

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), before **30th May 2021**.

Note: Please state: “**Application for the position of HR Assistant – GIZ Office Hanoi**” 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](#).

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