

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. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy. For further information please visit our website: www.giz.de/viet-nam.

The GIZ Energy Support Programme (ESP) 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 and smart grid.

ESP is developing a new project, that aims at combining clean energy and agriculture. The idea is to establish new space for solar power, provide shade for agriculture when needed, and create a significant income increase for farmers in rural Vietnam. The project is called Agri-Photovoltaics for rural areas in Vietnam (APV) and is being developed between June and December 2021, with a kick-off in June 2022.

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 Energy Support Programme is looking for a local qualified candidate to fill the following position:

Junior Project Officer Portfolio Management “ESP”

Duty station: Ha Noi, Viet Nam

Duration: 2 years contract starting ASAP, with the possibility of extension

The Junior Project Officer will support the portfolio management of ESP in close collaboration with the management board as well support the 4E and the APV project.

Main responsibilities:

- Portfolio management
 - Support on external communication towards donors, government bodies and representatives
 - Support on strategic portfolio development i.e., developing projects, securing funding, and the start-up of new projects
 - Support on internal portfolio development i.e., digitalization, communications, and trainings
 - Support on monitoring, evaluation, and reporting in several projects (i.e., GIZ information management, and reporting to German government)
- APV project
 - Support on the project development in 2021 (i.e., Project development mission in September, proposal drafting and finalization in October, proposal closing end of year, beginning 2022)
 - Support on implementation phase preparation and partner engagement (scoping potential partners, pitching project, support on drafting and closing MoUs)
 - Scope, gather and analyze data regarding the agro- and energy sector

- Potential engagement in project implementation in mid-2022
- Support on developing terms of reference, facilitate the selection and contract preparation for institutions/companies that carry out short-term assignments
- 4E project
 - Support on implementing daily operational aspects of all issues related to several action areas
 - Support on liaison, coordination, and networking with key stakeholders in the renewable energy sector
 - Support regular monitoring and reporting on the progress of relevant project activities
 - Support on developing terms of reference, facilitate the selection and contract preparation for institutions/companies that carry out short-term assignments
 - Support the dialogue with ministries, development partners and other stakeholders in the energy sector

Minimum requirements:

- Vietnamese nationality
- Excellent oral and written communication skills in English and German are a must
- Postgraduate/bachelor studies in engineering, business, geography, or a comparable course of study
- Experiences in project management are an asset
- Experiences in digitalization are an asset
- 1-2 years working experience in Vietnam or preferably in international/German context are a strong asset
- Strong MS Office, organizational and analytical skills
- Highly motivated to learn and to contribute to a young and dynamic team of international and national staff with the aim to sustainably develop the power sector in Viet Nam
- Work independently and efficiently
- Willing to take on responsibility and travel to project sites for work if necessary

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 Ha Noi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Ha Noi, Viet Nam), before **1st July 2021**.

Note: Please state in the subject line or on the envelope the following: “**Application for Junior Project Officer – Portfolio management (ESP)**”.

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: <https://bit.ly/3fgNWHq>.

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