

# 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](http://www.giz.de/viet-nam).

The cluster "Environment, Climate Change, Biodiversity", so called Green Cluster currently comprises a total of five teams in the thematic areas of climate change, coast and water, agriculture, biodiversity and forests, regional economic integration as well as numerous service packages of global projects, and private public partnerships.

The Cluster requires a qualified candidate for the position of:

## **Administrative Officer/Finance “Green Cluster”**

Duty Station: Hanoi, Vietnam

Duration: Starting ASAP until 31.12.2023 with possible extension

### **Main responsibilities:**

- Smooth and professional provision of financial and accounting services to the projects according to general and specific GIZ rules and regulations as well as the applied finance and accounting guidelines.
- Maintenance of project accounting journals with accurate and correct bookkeeping in WINPACCS cash and bankbook with preparation and in-time delivery of account records and supporting documents to GIZ Country office.
- Tracking of payments, receivables, liabilities, and contractual obligations, including invoicing etc. as required.
- Supporting expenditure planning, cost calculation and budget preparation for the projects and their fields of activity.
- Performing financial analysis and planning on expenditures, costs and payment obligations.
- Coordinating and registering fund requests for projects in relevant GIZ IT applications.
- Ensuring and improving the quality standards for financial services provided to the projects.

### **Minimum requirements:**

- University degree in finance, accounting, business administration or economic preferably in accounting and finance.
- At least 5 years' professional experience in a comparable position.
- At least 3 years in an organization of international cooperation preferably in projects/programmes / or in the area of accounting and finance.
- Proven in-depth understanding of financial planning and administration.
- Good communication and interpersonal skills.
- Experience in working within international teams.
- Excellent written and oral English language skills; a basic command of German would be an asset.
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Onsite Reporting, Accounting software, SAP...)
- Dynamic, reliable, self-motivated, service-oriented, teamwork and able to work under pressure.

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6<sup>th</sup> Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Viet Nam), before **27<sup>th</sup> July 2021**.

Note: Please state “**Application for the Administrative Officer/Finance – Green Cluster**” in the subject line or on the envelope. 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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