

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

Within the Environment, Climate Change, Agriculture and Regional Economic Integration cluster a number of regional initiatives on regional trade integration are bundled under **the ASEAN Regional Economic Integration (ASEAN REI) and FABRIC** portfolio. The project teams in Hanoi are in charge of the implementation of the Viet Nam based activities of these BMZ financed regional projects:

- Promotion of Sustainable Agricultural Value Chains in ASEAN (AgriTrade)
- Promotion of Competitiveness within the Framework of the Initiative for ASEAN Integration (COMPETE)
- Consumer Protection in ASEAN (PROTECT)
- Strengthening Regional Structures for SME Promotion (ASEAN SME)
- Promoting Sustainability in the Textile and Garment Industry in Asia (FABRIC)
- Support of Regional Economic Cooperation in Asia (SRECA)
- Strengthening the Climate Resilience of Agricultural Systems in Cambodia and Viet Nam (CRAS)

The ASEAN projects work both on the regional level with ASEC in Jakarta and on country level with a focus on Cambodia, Laos, Myanmar and Vietnam, the other regional projects work in multiple Southeast Asian countries. The political partners in Vietnam are the Ministry of Planning and Investment (MPI), Ministry of Industry and Trade (MOIT), Ministry of Agriculture and Rural Development (MARD), Vietnam Competition and Consumer Protection Authority (VCCA) and Vietnam Trade Promotion Agency (VietTrade).

The project is looking for a local qualified candidate to fill the following position:

## Administrative Assistant

Duty station: Hanoi, Vietnam

Duration: 01 September 2021 until 31 March 2023 with possibility for extension

### Main tasks:

- Support the project administration officer and team leader in the administrative and financial management of the Vietnam office for the ASEAN Regional Economic Integration (ASEAN REI) and FABRIC projects.
- Support to event and travel management for the project activities in Vietnam (workshops, conferences, training, etc.) as well as project and counterpart staff travel abroad.
- Provide support for the Accounting and Financial Management of the projects (e.g. cash and bank management, preparation of vouchers, financial monitoring and inventory management).
- Effectively coordinating with the technical officers in the team as well as with colleagues in the cluster and country office finance sections.
- Ensuring effective and efficient communication and flow of information within the team and other regional offices.

### Minimum requirements:

- University degree or equivalent in a relevant discipline such as finance and accounting, business administration; (equivalent of Diploma or BA).

- At least 1 year 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.
- Experience in operating accounting software and full proficiency in information technology.
- Dynamic, reliable, and open-minded character having the willingness to excel and perform on a high level under pressure and tight deadlines.
- Very good English language skills in speaking and writing.

**Successful candidates will enjoy good working conditions, 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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) not later than **6<sup>th</sup> August 2021**.

Note: Please state “**Application for the Admin Assistant – ASEAN REI**” 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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