

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.

Within the green cluster a number of regional initiatives on regional trade integration are bundled under **the ASEAN Regional Economic Integration (ASEAN REI)** portfolio. The project team in Hanoi is in charge of the implementation of the Viet Nam based activities of among others these BMZ financed regional projects:

- Strengthening Regional Structures for Small and Medium Enterprises Promotion in ASEAN (SME): aims to strengthen the ASEAN SME Services Center for improving cross-border business development and National SME Information Centres within the framework of the ASEAN Strategic Action Plan for SME Development 2025, by implementing the following thematic fields: (1) Improving the ASEAN SME Service Centre; (2) Strengthening national SME information centres, and (3) Promoting national SME services for internationalization.
- Promotion of Competitiveness within the Framework of the Initiative for ASEAN Integration (COMPETE): At ASEAN level, the project supports the implementation of key strategic documents in the fields of competition policy and trade in services. In parallel, the project supports the four CLMV countries in improving the institutional framework for investment and competitive regulatory practice. In the closely linked areas of competition policy and trade in services, strategy and reference documents as well as action plans for their implementation are developed.

The ASEAN REI 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 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) and Vietnam Competition and Consumer Protection Authority (VCCA).

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

Junior Project Officer for Trade in Services and SME promotion

Duty station: Hanoi, Vietnam

Duration: ASAP until 31 August 2022 with possibility for extension

Main tasks:

- Support the technical project team in planning, preparation and implementation of the project activities including preparing concept notes, terms of reference, budget requests and reports;
- Support the identification and mobilisation of qualified consultants to support the implementation of project activities;
- Liaison with political partners, national consultants, service providers and other stakeholders;
- Support to project monitoring and regularly updating information on project progress and the status of results;
- Assist with PR work for the projects;
- Providing appropriate inputs for regular reports, presentations etc...;
- Any other administrative and technical tasks as required by the Team Leader and Technical Officers.

Minimum requirements:

- University degree in an area that is related to international studies, trade, business studies, social science or similar;
- At least 2 years of working experience preferably in the areas concerned; initial experience (work or internship) in support for GIZ or other international cooperation projects is desirable;
- Experience in project management and research in an area related to the project's requirements is desirable
- Team player with interpersonal/-cultural and organisational competence, as well as ability to work independently and proactively;
- Strong networking, communication, presentation and diplomatic skills;
- Very good command of English and Vietnamese (spoken and written);

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) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **8th November 2021**.

Note: Please state “**Application for Junior Project Officer COMPETE**” 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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