

# 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 joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam II” (TVET Programme) aims to better align TVET in Viet Nam to the changing world of work ([www.tvet-vietnam.org](http://www.tvet-vietnam.org)). It is funded by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, three main outputs have been defined:

- Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected.
- Output 2: The regulatory framework of TVET is aligned to the requirements of the changing world of work
- Output 3: The concept of High-Quality TVET institutes is successfully implemented in selected TVET institutes.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-orientated qualified workforce in Viet Nam. The TVET Programme is looking for a qualified national candidate to fill the following position:

## **Senior Programme Officer Business Sector Cooperation**

Duty station: Hanoi

Contract duration: ASAP until February 29<sup>th</sup>, 2024

The Senior Programme Officer is responsible for “Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected” through cooperation with the business sector and reports to the component head as well as to the TVET Programme director. The position holder works closely with the business sector to create coordination mechanism to identify skills priorities in TVET. She/He will advise key government partners, specifically the Directorate of Vocational Education and Training (DVET) on the regulatory frameworks and institutional arrangements to engage the business sector in TVET. The position holder prepares and oversees operational plans (activities, timeline and budgeting) for all activities related to her/his field of responsibility and is technical lead of the working group on business cooperation within the programme staff members. She/He independently advises stakeholders on international best practices as well as lessons learnt to enhance the cooperation with the business sector in supported training occupations at partnered TVET colleges. She/He actively supports the management of the TVET Programme in the acquisition of new commissions and works in collaboration with key stakeholders (Viet Nam Chamber of Commerce and Industry, business associations, TVET institutes, enterprises etc.) to advocate for and promote the cooperation between state actors, TVET sector and business sector, including Vietnamese and international companies.

### **Main responsibilities and tasks:**

- Implementing activities that fall under relevant output indicators on cooperation with the business sector to align technical and vocational education and training that is responsive to the job market, including designing and managing activities as well steering the budget

- Conducting policy dialogue with governmental partners, development partners, the business sector, and other stakeholders to identify and address challenges to scaling up business sector involvement in TVET
- Contributing to the strategic development and orientation of the cooperation with the business sector in TVET
- Liaising with DVET, TVET institutes, business sector (VCCI, business associations, enterprises)
- Advising DVET on relevant aspects of the cooperation between public and private partnerships in the implementation of TVET and the further development of the TVET sector
- Supporting the establishment of skills councils at national and sectoral level and advising on the development of guidelines for the operation of skills councils, based on international best practices
- Developing and promoting mechanisms for qualification, assessment and training delivery for in-company trainers including recommendations to DVET for legal regulations and nationwide dissemination
- Developing Terms of References and managing consultancy contracts according to GIZ rules and regulations to achieve relevant output indicators
- Ensuring quality of research reports and studies
- Leading the technical working group of programme staff on 'Cooperation with the Business Sector'
- Contributing to developing and implementing the programme's annual operational plan(s) for the relevant area of activities and to reporting
- Performing other relevant duties and tasks at the request of management

### **Required Qualifications, Competencies and Knowledge:**

#### **Formal Education**

- University degree at least at bachelors level preferably in education, economics, public policy, social science, management, law or in another relevant discipline
- University degree at master level in management or business development is an advantage

#### **Work Experience**

Significant work experience in the cooperation and networking between public and private stakeholders

- Experience in three or more of the following areas: capacity development, training needs analysis, training provision, feasibility studies, public private partnerships, active employment measures, labour market information systems, and skills councils
- Knowledge of the local economic structure and conditions for economic development (Industry 4.0, Digitalization)
- 5 - 8 years of work experience
- Work experiences in the TVET sector is an advantage

#### **Other Qualifications**

- Fluency in English and Vietnamese language, both spoken and written (minimum requirement)
- Excellent communication and presentation skills (minimum requirement)
- Proficiency in using Microsoft Office (PowerPoint, Word, Excel, Outlook), MS Teams or equivalent open source packages (minimum requirement)
- Excellent organizational and self-drive skills
- High standards of confidentiality and loyalty
- Reliable, accurate, consistent, persistent and stress resistant
- Ability to work efficiently in a team and provide technical guidance to other team members
- Excellent analytical and writing skills
- Willingness to travel to different project locations across Vietnam

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam**), before **27th December 2021**.

**Note:** Please state: “**Application for the Senior Program Officer\_TVET**” 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:  
<https://bit.ly/3fgNWHq>.

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