

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.

The GIZ country office in Hanoi is providing the administrative, human resources (HR), contractual and accounting services to the projects implemented by GIZ in Viet Nam.

The Contract and Procurement & Finance and Accounting (CPFA) section/country office is looking for a qualified national candidate to fill the position:

Officer/ Contract and Procurement

Duty station: Hanoi, Vietnam

Duration: 1 year, start as soon as possible (with possible extension)

Main responsibilities:

- Provision of advisory services to other sections/projects/programs with regard to Contract & Procurement themes
- Preparation and conclusion of service and work contracts with service providers for GIZ Office and project/ programs in accordance with GIZ rules and regulation
- Procurement of materials and equipment and conclusion of orders/supply contracts with suppliers for the GIZ office and projects/programmes in accordance with GIZ rules and regulation

Minimum requirements:

- University degree in Business Administration, Economics, Accounting, Finance or equivalent
- At least 5 years' professional experience in the area of contract management and procurement in similar organizations like GIZ
- Knowledge about P+R in the field of contract management & procurement would be an advantage
- Knowledge in SAP would be an advantage
- Very good working knowledge of computer applications (e.g. MS Office)
- Relevant working experience in international cooperation development organization would be an asset
- Fluent in English (both orally and in writing). Good knowledge of German would be an advantage
- Ability to work both independently and in team under high work pressure
- Excellent communication and negotiation skills

Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.

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 **31 December 2021**.

Note: Please state in the subject line or on the envelope the followings: **“Application for position of Officer/ Contract and Procurement at GIZ Office Hanoi.”**

Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please complete all the information in the GIZ Application form with link here: <https://bit.ly/3fgNWHq>.

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