

# VACANCY ANNOUNCEMENT

**The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German federal enterprise. As a service provider in the field of international cooperation for sustainable development and international education work, GIZ is dedicated to shaping a future worth living around the world. Together with commissioning parties and partners, GIZ generates and implements ideas for political, social and economic change. 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).

German Cooperation has been supporting Viet Nam to restructure its agriculture sector to ensure sustainable rural development, particularly in the Mekong Delta. In continuation of this support, the Viet Nam country package of the global program **“Green Innovation Centres in the Agriculture and Food Sector”** in Viet Nam (GIC), has been commissioned to support the transition to higher resource efficiency and value creation in Mekong Delta farming systems. A central element of the project is to increase the ability of smallholder farmers and upstream/downstream companies to adopt climate-smart and sustainable innovations that increase incomes, employment, and the quality of produce while reducing their environmental footprint. Through the promotion of innovations and novel business models along the agro-food value chains rice and mango, GIC contributes to farmer's stable and competitive production, increased incomes through higher product quality and compliance with standards. Businesses up- and downstream of agricultural production improve farmer's access to diverse services, and stable access to markets.

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

## **Junior Project Officer “GIC”**

Duty station: Ha Noi, Viet Nam

Duration: Starting ASAP for 1-year contract, with the possibility of extension

### **Main responsibilities:**

The Junior Project Officer's responsibility is to assist the GIZ agriculture team in Vietnam in supporting coordination and knowledge management tasks between GIZ projects and MARD's Department for Cooperatives and Rural Development (DCRD) and other, Hanoi-based central agencies and international actors.

Under the responsibility of the team leader for agriculture (TL) in GIZ Vietnam, and in permanent coordination with the Senior Project Officer (SPO) for Policy Advice and Cooperation the Junior Project Officer in Knowledge Management collects, structures, and presents information relevant for GIZ's projects and staff, as well as for the partner DCRD's staff.

Partially placed at DCRD's premises in Hanoi, the JPO takes on knowledge management tasks in DCRD's and GIZ's mutual interest, following regular coordination between the SPO and the counterparts at DCRD. As a result of the JPO's support to knowledge management, the possibility to follow-up and report on all activities under GIZ's projects “Green Innovation Centres for the agriculture and food sector in Vietnam (GIC)”, and “Market Oriented Smallholder Value Chains (MSVC)” for DCRD is ensured, and day-to-day coordination between the partners facilitated.

Specifically, the Junior Project Officer in Knowledge Management supports:

- Coordination and gathering information for follow-up by DCRD and GIZ.
- Updates of the progress of implementation activities by national and provincial partners.
- Preparation of meetings/events between DCRD and GIZ team, and other parties.
- Planning and implementation of internal & external delegation's visits to project provinces and provides support to visitors.

### **Minimum requirements:**

- BA/MA or comparable qualification.

- A minimum of one-year work experience (internship or similar) in the fields: Office administrative support, translation works, communication and coordination tasks; and organizing meetings, workshops/events and other related fields in international development cooperation.
- Excellent communication (written and spoken) in English and Vietnamese. Additional knowledge of German or French language is an advantage.
- Work experiences with international organizations and/or ministries, local authorities is an asset.
- Experience in writing meeting/workshop minutes and activity reports.
- Knowledge of MS Office with a focus on MS Word, Excel and Powerpoint.
- Ability to work autonomously and self-organized as part of a project team.
- Willingness to strengthen skills and competencies as required by the tasks.
- Willingness to work in varied workstations of partner and GIZ office.
- Willingness to travel on short trips within Vietnam.

**Successful candidates will enjoy professional and dynamic working conditions 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 by email to [hr-giz@giz.de](mailto:hr-giz@giz.de) before **17<sup>th</sup> January 2022**.

**Note:** Please state the following in the subject line or on the envelope if you wish to apply for one of the positions:

**“Application for the Junior Project Officer – GIC”**. Only short-listed candidates will be contacted 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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