

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.

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, a central element of the projects in the current portfolio is to increase the ability of smallholder farmers and upstream/downstream companies to adopt climate-smart and sustainable innovations that increase incomes, employment, quality of produce while reducing the environmental footprint. Through capacity development, the promotion of innovations and novel business models along the agro-food value chains we contribute to farmer's climate resilience, 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:

Project Assistant for the Agriculture Team

Duty station: Ho Chi Minh City, Viet Nam

Duration: Starting ASAP to 30.05.2023, with the possibility of extension

Main responsibilities:

1. Assistance to project implementation

- Support to administrative tasks, such as preparation of contracts, guidance for partners on procedures, and verification of vouchers
- Support the organization of project events (workshops, trainings, study tours...).
- Assist the implementation of the projects at provincial, district and community levels such as training, demonstration of innovations, survey,...
- Support the translation into English/ Vietnamese of technical documents and administrative documents
- Support the preparation of articles, communication materials and publications
- Take notes, take photos & video during meeting, workshop events
- Occasionally interpret for international staff and visitors

2. Assistance to Monitoring and Evaluation work

- Conduct data entry of project's partners and beneficiaries participating in events such as training, workshop, study tours..., and ensure the accuracy of data input
- Support the use and frequent updates of monitoring tools
- Assist in data analysis, data visualization and reporting, in compliance with data security policy
- Conduct field visits for monitoring the project implementation and for collecting data.

Minimum requirements:

- University degree in development studies, geography, agriculture and rural development, (agricultural) economics, environmental economics, or equivalent
- Good English command
- Proficiency using Excel, Outlook, Word, and PowerPoint
- Familiarity with various computer programs and software is a must
- Good communication skills
- Able to handle multiple tasks and work under pressure

- Willingness to travel

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, including 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 **24 Mar 2022**.

Note: Please state the following in the subject line: **“Application for the Project Assistant – GIC”** 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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