



### **Required qualifications**

- University degree/ or at least at bachelors level preferably in relevant disciplines
- Minimum of 1-2 years of work experience in a similar position. Priority is given to those who have experience in digital transformation in education, especially in the TVET sector
- Sound knowledge of the 4<sup>th</sup> Industrial Revolution, digital transformation, ICTs, educational technologies, and TVET
- Excellent skills in organizing both online and offline professional events including conferences, workshops, webinars, training courses, meetings...
- Experience in administrative support (contracts, procedures...)
- Fluency in English and Vietnamese language, both spoken and written (minimum requirement)
- Excellent communication and presentation skills
- Proficiency in using Microsoft Office (PowerPoint, Word, Excel, Outlook), MS Teams or equivalent open-source packages
- Be a teamwork-oriented, reliable, accurate, consistent, self-motivated, attention-to-detail person
- Sound analytical and writing skills
- Willingness to travel to different project locations across Vietnam.

**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 (<https://bit.ly/3fgNWHq>), 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**, 6<sup>th</sup> Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), **before 17<sup>th</sup> April 2022**.

Note: Please state “Application for the Junior Programme Officer in Digital Transformation\_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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