

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, 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:

Administrative Officer “GIC”

Duty station: Ha Noi, Viet Nam

Duration: Starting ASAP for 2 years contract, with the possibility of extension

Main responsibilities:

- Managing petty cash (cashier), bank accounts including bank account reconciliation
- Bookkeeping cash and bank book
- Processing vouchers for payment including account allocation in the line of GIZ rules and regulations and General Accepted Accounting Principles (GAAP)
- Monitoring inventories
- Calculating travel costs according to GIZ’s regulation
- Supporting the Team Leader in the annual budget monitoring and budgeting process for activities within the assigned area of intervention in coordination with the financial controller of the cluster
- Conducting service, event contracts according to GIZ guidelines and commercial codes
- Conducting procurement of goods according to GIZ guidelines and commercial codes
- Supporting logistics to events and visiting of international and/or national experts
- Ensuring the filing of project documents according to GIZ filling codes
- Ensuring the coordination of all administrative and logistics issues with the assigned counterparts

Minimum requirements:

- University degree in finance, accounting, business administration or economic preferably in accounting and finance
- At least 5 years’ professional experience in a comparable position
- At least 3 years in an organization of international cooperation preferably in projects/programmes / or in the area of accounting and finance
- Prior work experience with GIZ is considered a strong asset
- Proven in-depth understanding of financial planning and administration
- Good communication and interpersonal skills

- Experience in working within international teams
- Excellent written and oral English language skills; a basic command of German would be an asset
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Onsite Reporting, Accounting software, SAP...)
- Dynamic, reliable, self-motivated, service-oriented, teamwork and able to work under pressure

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, a cover letter stating motivation and qualification, and references** 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 **27th May 2022**.

Note: Please state the following in the subject line: **“Application for the Administrative Officer - GIC in Ha Noi”**

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>.

GIZ – YOUR PARTNER FOR A BETTER FUTURE