

# 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. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy. Gender equality is one of the key values of our company and of the work we do. Fostering gender equality in our project operation and our internal equal opportunity provisions are two strategic pillars of our corporate identity and policy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam II” (TVET Programme) aims to better align TVET in Viet Nam to the changing world of work. It is funded by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, three main outputs have to be achieved:

- Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected.
- Output 2: The regulatory framework of TVET is aligned to the requirements of the changing world of work
- Output 3: The concept of High-Quality TVET institutes is successfully implemented in selected TVET institutes.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-orientated qualified workforce in Viet Nam. The TVET Programme is looking for qualified national candidate to fill the following positions:

## **Project Assistant cum Translator**

Duty station: Long An, Viet Nam

Contract duration: ASAP until 31. January 2024

### **Main responsibilities:**

- Supporting the Development Advisor (EH) and other project staff and short-term experts in translation English/Vietnamese/English as well as in verbal and written communication with the partners;
- Supporting the EH in his advisory services to the partner institute;
- Providing administrative support for activities implemented within the framework of the Component “Support of Centres of Excellence for TVET” (FoA 2);
- Providing support in collecting, documenting and managing data required for M&E of activities implemented with Long An Vocational College.

### **Minimum requirements:**

- Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
- Knowledge of technical translations in the field of electronics, electrics and vocational training; it is desirable to have completed a degree-level training related to electronics and/or mechanics at a university;
- Good knowledge of MS Office
- At least 3 years professional experience in a comparable activity
- Good communication and team skills
- Good application knowledge in dealing with IT and communication technologies as well as computer applications (e.g. MS Office applications)

- Continues to qualify in accordance with the requirements of the area of responsibility; corresponding measures are agreed with the manager
- Communicative and teamwork-based workstyle
- Cultural skills: Mediation and sensitive handling of intercultural differences in the work context
- Independent and responsible completion of task

**GIZ is committed to create an appreciative work environment, irrespective of age, ethnic background and nationality, gender and gender identity, physical and mental abilities, religion and worldview, sexual orientation and social background. We ensure human resource processes live up to the diverse competencies and talents of all employees, as well as satisfy our performance expectations.**

**Successful candidates will enjoy good working conditions, competitive compensation and benefits 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, either by email (to [hr-giz@giz.de](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **19<sup>th</sup> December 2022**.

**Note:** Please state “**Application for the Program Assistant cum Translator\_TVET Long An**” in the subject line or on the envelope. The short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please visit our page GIZ Viet Nam – Career Opportunities at <https://www.giz.de/en/worldwide/109163.html> to download the GIZ Application Form.

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