

# 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/vietnam](http://www.giz.de/vietnam).

Viet Nam's dynamic growth is also reaching rural areas, but at the same time poses a major challenge for the protection of the environment and the preservation of biodiversity. The effects of climate change are significant and the physical exposure, high population density and institutional weaknesses make the coastline and the Mekong Delta vulnerable. The cluster "Environment, Climate Change, Biodiversity" currently comprises a total of four teams in the thematic areas of climate change, coast and water, biodiversity and forests, regional economic integration as well as numerous service packages of global projects, and private public partnerships.

The Cluster is looking for a local qualified candidate to fill the following position:

## **Administrative Assistant “Green Cluster”**

Duty Station: Hanoi, Vietnam

Duration: Starting ASAP until 31.12.2024 with possible extension

### **Main responsibilities:**

- Smooth and professional provision of financial and accounting services to the service packages within the green cluster according to general and specific GIZ rules and regulations as well as the applied finance and accounting guidelines.
- Maintenance of cluster accounting journals with accurate and correct bookkeeping in WINPACCS cash and bankbook with preparation and in-time delivery of account records and supporting documents to GIZ Country office.
- Tracking of payments, receivables, liabilities, and contractual obligations, including invoicing etc. as required.
- Supporting cost calculation, implementing, and monitoring cost sharing mechanism among service packages of the cluster.
- Performing financial analysis and planning on expenditures, cost, and payment obligations
- Coordinating and registering fund requests for projects via cluster accounting system.
- Ensuring and improving the quality standards for financial services provided to the projects
- Support in procurement of goods and services for projects under cluster accounting.
- Support the cluster administration and management team in event organization, logistics and general administration.

### **Minimum requirements:**

- University degree in finance, accounting, business administration or economic preferably in accounting and finance
- At least 3 years' professional experience in a comparable position
- At least 3 years in an organization of international cooperation preferably in projects/programmes / or in accounting and finance
- 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

**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 **10<sup>th</sup> March 2023**.

**Note:** Please state “**Application for Administrative Assistant at the Green Cluster**” 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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