

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. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, Environmental policy and sustainable use of natural resources, and Energy. For further information, please visit www.giz.de/viet-nam.

Within the agriculture team of GIZ's green cluster (comprising all projects from priority area 2), projects with a focus on Vietnam as well as a number of regional initiatives on regional trade integration are bundled. The agriculture team is distributed over three locations in Vietnam: Hanoi, Ho Chi Minh City, and Can Tho. The team in Hanoi is in charge of partner coordination and the implementation of the Viet Nam based activities of BMZ financed regional and global projects:

- The Viet Nam country package of the global program "Green Innovation Centres in the Agriculture and Food Sector" in Viet Nam (GIC), implemented under the special initiative "ONE WORLD No Hunger" (SEWoH), commissioned to support the transition to higher resource efficiency and value creation in the Mekong Delta farming systems to adopt climate-smart and sustainable innovations in the rice and mango value chains that increase incomes, employment, and the quality of produce while reducing their environmental footprint.
- Promotion of Sustainable Agricultural Value Chains in ASEAN (AgriTrade): Compiling lessons learnt on the implementation of standards on quality and sustainability in the CLMV countries and improving private sector involvement in their development. Conducting awareness campaigns on the health and ecological benefits of sustainable agricultural products.
- Strengthening the resilience of poor population groups to climate change in selected ASEAN states (Climate Resilient Agricultural Systems, CRAS): aims at promoting resilience against climate change impacts in agricultural value chains.
- Innovative climate risk finance for the agricultural sector in the ASEAN region (DKTI): aims at promoting access of farmer to gender responsive climate risk finance product/services for agriculture sector in Asian region to help farmer enhancing resilience and less exposure from weather risk event.

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

Administrative Assistant

Duty station: Hanoi, Viet Nam

Duration: Starting ASAP until 30.04.2024 with possible extension

Main responsibilities:

- Conducting service, event contracts within the Agriculture Team projects, following up their respective implementation and monitoring respective payments in accordance with GIZ guidelines and commercial codes.
- Conducting procurement of goods within the Agriculture Team projects, following up their respective implementation and monitoring respective payments in accordance with GIZ guidelines and commercial codes.
- Supporting logistics to events and visits of international and/or national experts.
- Ensuring the filing of project documents according to GIZ filing codes.
- Ensuring the coordination of all administrative and logistics issues with the assigned counterparts
- Ensuring effective and efficient communication and flow of information within the unit.
- Supporting reception function for GIZ- Agriculture Team Office in Hanoi
- Assisting operation function for telephone network to ensure the smooth operation of the office: answers, reviews, forwards and/or takes calls
- Managing incoming and outgoing correspondences (post, fax, mails)
- Supporting and back-up other Admin Officers when required.

Qualification

- University degree or equivalent in a relevant field as required: Finance, Economics, Accounting, Business Administration, or related to one of the projects.
- At least 2 years of progressive experience with project and/or office management.
- Good working knowledge of English.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.). and in handling of web-based management systems.
- Good management and organizational skills.
- Good communication skills, ability to work in a team.
- Highly motivated, willing to learn, service-oriented and able to work under high 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) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **22nd June 2023**.

Note: Please state “**Application for Administrative Assistant at the Agriculture Team - 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.

GIZ – YOUR PARTNER FOR A BETTER FUTURE