

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.

The GIZ Country Office in Viet Nam is looking for a **qualified candidate** to fill the position:

Finance and Accounting Specialist

Duty station: Ha Noi, Viet Nam

Duration: ASAP for 2 years contract

Main responsibilities:

- Ensuring that financial, accounting administration tasks are executed in accordance with GIZ regulation and standard procedures
- Project and office accounting
- Management of bank and cash of the country office
- Travel expenses calculation and settlement for domestic and international business trips
- Asset management in the country office
- Internal control measures conducted from the country office
- Fund management

Minimum requirements:

- University degree in Business Administration, Economics, Accounting, Finance or equivalent
- At least 5-7 years of relevant professional experience in the area of project accounting and finance
- Working experiences in the development sector is an asset
- Fluent in English (both orally and in writing). Good knowledge of German would be an advantage
- Ability to work both independently and in team under high work pressure
- Excellent communication and service-oriented advisory skills
- Excellent problem-solving skills
- Ability to discuss with projects about problems; provide critical comments and suggestion for improvement
- Good working knowledge of information technologies (email, the internet) and computer applications (e.g. MS Office). Knowledge of SAP and/or WINPACCS Accounting would be an advantage
- Experience in working with GIZ, especially in the area of Finance and Accounting would be an advantage

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 **30th June 2023**.

Note: Please state “**Application for the position of Finance and Accounting Specialist/GIZ CO**” 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