

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.

GIZ advises the Federal Ministry for Economic Affairs and Climate Action (BMWK) on achieving its goals in energy cooperation with the Energy Partnership countries through the global project Energy Partnerships.

Important objectives of the cooperation are the promotion of political and technical exchange on energy topics between Germany and the partner countries. The Energy Partnership projects support the specialist units in the BMWK in coordinating the processes of the Energy Partnerships in a uniform manner, aligning them strategically, filling them out in terms of content, and achieving a uniform external communication policy as well as political visibility.

The Energy Partnerships are one of the central instruments of the German government's foreign energy policy strategy. The Vietnamese-German Energy Partnership acts as a dialog platform for bilateral exchange in the energy sector for actors from both countries in politics, business, civil society, and research.

Empowering women working in the energy sector is a particularly important aspect of the Energy Partnership. The Vietnamese-German Energy Partnership supports networking and exchange among female energy experts and increases their visibility through the establishment and operation of the Vietnam Energy Women Network (EWN).

To support the implementation of the project, by operating the secretariat of the Vietnamese-German Energy Partnership and EWN, the project is looking for a qualified professional to fill the following position:

Junior Project Officer

“Secretariat Energy Partnership and Vietnam Energy Women Network”

Duty station: Ha Noi, Viet Nam

Duration: 01. November 2023 – 31. October 2026

Main responsibilities and tasks:

- Being the (gender)-focal point of the Vietnamese-German Energy Partnership for the GIZ Team and the coordinator team of EWN
- Conceptual, content-related, and organizational support in the preparation and implementation of strategic dialogues and expert events
- Develop overviews of project activities, deadlines, etc., and present this regularly at team meetings
- Monitor the budget of the activities and of the overall project
- Assist with reporting and documenting the results of activities to project partners and to BMWK, ensuring smooth logistics and effective communication
- Perform administrative and organizational activities in general day-to-day business
- Ensure data integration and maintenance of project data in a data management system
- Support the preparation of terms of references and tender processes
- Prepare and document meetings, workshops, seminars, and other project activities with a focus on technical aspects
- Support in the preparation of knowledge and information materials for the involved stakeholders
- Support in creating communication materials for the Vietnamese-German Energy Partnership and EWN
- Prepare and carry out qualitative research projects, e.g., developing survey instruments, field trials, capacity assessments, organisational preparations for field data collection trips
- Stay up-to-date with the latest developments and market trends in the energy sector

Minimum requirements:

- Master's degree or comparable in the field of economics, business, law, energy, environmental or political sciences, industrial engineering, or similar
- 03 years of professional working experience in organisational support
- 03 years of professional working with international development organizations
- Strong organizational and logistical competence, administrative and event organization experience, with the ability to manage multiple tasks and deadlines
- First working experience and technical understanding in the energy sector is an asset.
- Professional work experience in the field of gender equality, e.g., policies, adaptation, inclusion
- Strong commitment to strengthening the role of women in the energy sector of Vietnam
- Knowledge about gender equality and women's empowerment is an asset
- Good networking skills
- Excellent interpersonal and communication skills and ability to interact with all levels of staff in a professional manner
- Proficient in using Microsoft Office (Word, Excel, Outlook, Power Point) and other relevant software tools for project management
- A good team player who is willing to take on responsibility and work independently
- Highly motivated to work in a multicultural environment
- Willingness to travel abroad and to project sites across the country
- Language skills: proficient in English and Vietnamese

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.

What we can offer to the successful candidates:

- **Good working environment**
- **Competitive compensation and benefit packages, including the additional health insurance and the 24-hours accident insurance.**
- **And good policy on training and development**
- **Policy on flexible working time**

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 **29th September 2023**.

Note: Please state "**Application for the Junior Project Officer_ESP/EWN**" 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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