

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.

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 position:

Program Assistant “TVET”

Duty station: Ninh Thuan Province, Viet Nam
Contract duration: ASAP until 31. October 2024

Main responsibilities:

- Supporting the project management in the implementation of Development Partnerships with the Private Sector (DPP) and vocational training cooperation with the business sector
- Supporting the project management for achieving expected project objectives, indicators, and milestones within DPPs between GIZ and national and international companies in the field of vocational training
- Supporting the project management in implementing, and monitoring inclusive capacity development measures for managers and teaching staff of the technical and vocational education and training (TVET) sector
- Cooperating closely with team members of the GIZ TVET Cluster in Viet Nam and with its public and private partners in TVET
- Complying with the code of conduct of GIZ
- Participating in monitoring, evaluating, and reporting of activities, outputs, and impact

Minimum requirements:

- Bachelor’s Degree (Bsc/BA) or comparable qualification in an area that is related to the responsibilities and tasks
- Verified knowledge and skills in common IT and communication applications such as MS Office, MS Outlook, MS Teams
- Vietnamese language as a mother tongue, fluency in English.
- Knowledge of German would be an asset.
- Minimum 2 years of professional work experience in the field of human resource development in the vocational training sector and/or in the business sector with comparable responsibilities and tasks

- Professional work experience in GIZ and/or with other international development organisations such as UN, EU, DFAT, USAID as well as work experience with the private sector would be a strong advantage
- Advanced knowledge of the Vietnamese TVET system and of other international training system would be an asset
- Excellent verbal and written communication skills and social competence
- Constructive and creative thinking ability
- Proactive problem detection and solving attitude
- Good planning and organisational skills
- Self-motivated, efficient and conscientious working style
- Readiness for continuous self-improvement and further education
- Independent-minded and good ability to work autonomously and in teams

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 such as contribution of all compulsory insurances, providing with the additional health care, the annual health check-up and the 24-hours accident insurance.**
- **Covering all travel expenses with travel allowances when traveling on business**
- **And good policy on 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 **24th October 2023**.

Note: Please state “**Application for the Program Assistant_TVET in Ninh Thuan**” 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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