

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 and 4) Sustainable Economic Development. 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 “Sustainable Economic Development Unit” currently consists of 12 projects (bilateral, regional and global) in the topics of Economic Policy, Sustainable Finance and Private Sector Development, financed by the German Government and European Union. Partner institutions of the projects are MPI, CIEM, MoF, SBV, MoLISA, Office of the Government and actors from Private Sector. Activities are concentrated in Hanoi with occasional activities in the provinces.

The unit requires a qualified national professional for the position of:

Administration and Finance Manager “Sustainable Economic Development”

Duty Station: Hanoi, Vietnam

Duration: ASAP to December 2025 with possible extension

Main responsibilities:

- Supervises and delegates responsibilities to administrative and finance officers (16-18 staff members)
- Supervision of all activities regarding finance, accounting, procurement of services and goods, logistics as well as administration in all entities
- Assurance of the frictionless administrative, finance and accounting operations of all entities
- Fostering good communication and information flows among the administrative and finance personal including the effective coordination with Projects Leaders, Partners and the GIZ Country Office
- Implementation and monitoring of a functioning financial accounting system covering areas as procurement, asset management, logistics, filing, contracts, bank/cash management, payments etc. in line with GIZ standard processes and rules
- Preparation, execution and following-up on internal controls and external audits
- Preparation, execution and fulfilment to close the projects by the end of the project phase
- Advice to his/her superior on questions relating to the thematic area and on issues those are relevant to GIZ’s administrative, finance and accounting

Minimum requirements:

- Master degree or university degree in finance, accounting, business administration or similar area;
- At least 8 years’ professional experience in a comparable position with management and leadership experience in administration and/or finance
- At least 5 years of working experience in an international organization, NGO or international company;
- Very good communication and interpersonal skills
- Excellent leadership, advisory and management skills
- Excellent proficiency in written and spoken English, knowledge of German would be an asset
- Competence in SAP, MS Excel, Word and PowerPoint
- Ability to handle confidential data and information appropriately
- Dynamic, reliable, self-motivated, service-oriented and able to work under pressure
- Willingness to upgrade skills as required by the tasks to be performed.

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 **15th November 2023**.

Note: Please state “**Application for the Administration and Finance Manager – Sustainable Economic Development**” 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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