

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.

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 Agriculture Team is looking for a local qualified candidate to fill the following position:

Administrative Specialist

Duty station: 14 Thuy Khue, Tay Ho District, Hanoi, Viet Nam
Duration: Starting ASAP until 31.12.2025 with possible extension

Main responsibilities:

- Providing administrative services for the project, particularly in the areas of event management, contracting, procurement and accounting;
- Support the projects in procurement of goods and services in line with GIZ's rule and regulations;
- Manage and monitor all contracts within the Agriculture Unit, including consultants, consulting companies and other service providers for different projects of the unit; follow up their respective implementation and monitor respective payments;
- Ensuring that financial and administrative regulations are complied with GIZ rules and regulations;
- Maintenance of project accounting journal with accurate and correct bookkeeping in WINPACCS cash and bankbook with preparation and in-time delivery of account records and supporting documents to GIZ Country office;
- Effectively coordinating with the technical officers within the unit as well as with colleagues of the finance and admin section in cluster, GIZ country office and GIZ head office;
- Providing the procurement management and asset / inventories management;
- Check travel expense settlements of staff and partners;

- Ensuring effective and efficient communication and flow of information within the unit;
- Meeting the administrative needs of the office independently, with a minimum of intervention;
- Support and deputy other Admin Specialists when required.

Minimum requirements:

- University degree in finance, accounting, business administration or economic preferably in accounting and finance
- At least 5 years' professional experience in a comparable position
- At least 3 years in an organization of international cooperation preferably in projects/programmes / or in the area of accounting and finance
- Proven in-depth understanding of financial planning and administration
- Good communication and interpersonal skills
- Experience in working within international teams
- Excellent written and oral English language skills; a basic command of German would be an asset
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Onsite Reporting, Accounting software, SAP...)
- Dynamic, reliable, self-motivated, service-oriented, teamwork and able to work under 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.

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 **12th December 2023**.

Note: Please state "**Application for the Administrative Specialist_Agriculture Team**" 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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