

# 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](http://www.giz.de/vietnam).

The priority area Environmental Policy and Sustainable Use of Natural Resources is covered by the “GIZ Green Cluster”. The Green Cluster currently comprises a total of four thematic areas of climate policy, coast and water, agriculture, biodiversity and forests. The thematic area “biodiversity and forests” includes the Projects: Support to the implementation of the FLEGT VPA (FLEGT), Scaling sustainable forest management and certification (SFM), and the Service Packages (EUDR, SFF). The projects are implemented together with the Ministry of Agriculture and Rural Development (MARD) and the related departments.

The Green Cluster/Forest and Biodiversity is looking for a qualified national candidate for the positions of:

## **Administrative Specialist**

Duty station: in Hanoi, Vietnam

Duration: ASAP until 31.12.2025, with the possible extension

### **Main responsibilities:**

- Provide administrative services for the projects, focusing on event management, procurement of goods and services in line with the GIZ's rule and regulations.
- Manage the entire contract lifecycle, including drafting, negotiating, executing and liquidating contracts with services providers and suppliers.
- Maintain accurate and up-to-date contract records and documentation, including contract changes, renewals, and amendments.
- Ensure that financial and administrative procedures complied with GIZ rules and regulations.
- Manage the inquiry and coordination of event packages for meetings, workshop, training, study tours, etc. and settlement of the expenses.
- Effectively collaborate with the colleagues at project, Cluster, GIZ country office and head office.
- Check and calculate travel expense settlements of staff and partners.
- Work as deputy to Administrative Officer.

### **Minimum requirements:**

- University Degree in finance, accounting business administration, logistics, supply chain management or a related field.
- At least of 5 years of progressive experience in a comparable position.
- At least of 3 years of working experience in the organization of international cooperation, preferably at the project/programme level.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- In-depth knowledge of procurement process, best practice and regulations.
- Proficient in using procurement tools, contract management, and Microsoft Office Suite.

- Ability to manage multi-tasks and meet deadlines in a fast-paced environment.
- Good communication skills, ability to work independently and collaboratively in a team environment.
- Good working knowledge of English.

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **20<sup>th</sup> February 2024**.

**Note:** Please state “**Application for the position of Administrative Specialist Forest and Biodiversity**” 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 [Career Opportunities](#) to download [the GIZ Application Form](#) and further job opportunities. To process your application, we collect and process data from you. You may read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

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