

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.

Within the Sustainable Economic Development priority area, GIZ supports Viet Nam in fostering a greener, inclusive and digital economic growth. We focus on three key areas: Economic policy and Legal advice, Sustainable Finance and Digital/Private Sector Development.

In addition to bilateral projects, GIZ is implementing a number of regional projects. With a view to strengthening employment-oriented and ethics-based digital competencies of young people, the regional project “**Digital Skills to Succeed**” (**DS2S**) is supporting selected universities in Viet Nam, India, and Bangladesh in the development and implementation of micro-credentials (short courses). The project also fosters cross-country knowledge exchange on good practices for modern teaching methods as well as on-the-job faculty development programs. With a focus on Artificial Intelligence (AI), data, and digital entrepreneurship, project activities in Viet Nam are specifically oriented towards e-commerce and public policy.

The project is looking for a local qualified candidate to fill the following position:

Project Officer on Digital Skills

Duty station: Hanoi

Duration: ASAP until 31. December 2026

Main responsibilities:

- Support the planning, conceptualization and implementation of all project activities in Viet Nam, in close consultation and coordination with the head of project in India as well as other colleagues in India, Bangladesh and Viet Nam
- Assist in the identification and continued engagement of partner institutions (universities) in Viet Nam to form part of the regional network and further promote its organizational development as well as exchange activities
- Contribute to the preparation of technical and implementation concepts to develop micro-credentials and related faculty development programs
- Facilitate the curriculum development and implementation in Viet Nam by providing technical backstopping, necessary logistics as well as administering external expert assignments
- Create synergies through cooperation with and learning from other relevant projects in Viet Nam, international organizations and development partners, as well as relevant companies
- Engage in project-related knowledge management, documentation and dissemination, including compilation of good practices and communication materials, tracking of partner contributions, results-based monitoring etc.

Minimum requirements:

- University degree in education, social sciences, or other comparable qualification – preferably with a digital-related major
- At least 5 years of working experience in the development sector, think tank or university, e.g. in projects dealing with higher education or digitalization

- Familiarity with digitalization processes in higher education and short course curriculum development, including understanding about digital technologies and solutions
- Proven record in partnership management and strong coordination skills for multi-stakeholder engagement
- Strong intercultural and networking skills – experience with network building within the region an asset
- Ability to work individually as well as in a team, and willingness to undertake both technical and logistical tasks
- Excellent written and spoken communication skills in English and Vietnamese

GIZ is committed to creating 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 **2nd February 2024**.

Note: Please state “**Application for the Project Officer in Digital Skills – Digital Skills 2 Succeed**” 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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