

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.

Through the International Climate Initiative (IKI) GIZ has been commissioned by the German Federal Ministry of Economic Affairs and Climate Action (BMWK) with the implementation of the “Support to Vietnam for the Implementation of the Paris Agreement II” project (short: “VN-SIPA II”) for a 5-year period from 2023 to 2028. The IKI is implemented by the BMWK in close cooperation with the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection and the Federal Foreign Office. The lead executing agency on the Vietnamese side is the Ministry of Natural Resources and Environment (MONRE), further implementing partners are the Ministry of Agriculture and Rural Development (MARD), the Ministry of Transport (MOT), the National Biodiversity Conservation Agency (NBCA) as well as the provinces of Quang Binh and Ha Tinh. The project aims to support Viet Nam’s development pathway and its consistency with a just net-zero transition in line with the Paris Agreement, the Convention on Biological Diversity, and the 2030 Agenda on Sustainable Development. The project works with MONRE to address the Ministry’s specific capacity gaps 3regarding coordination mechanisms that continue to be a barrier to integrate climate and biodiversity considerations across key ministries and at provincial level. The transport sector, which is an important contributor of GHG emissions, is supported in collaboration with MOT to promote a low-carbon transition of the freight sector. The agriculture sector is targeted in cooperation with MARD and selected provinces to boost capacity on Nature-based Solutions for Adaptation (NbSA). The project also serves as an interface for all projects in Viet Nam that are financed through IKI and promotes knowledge management and exchange, and the use of gender-responsive approaches in all instances and at all levels.

Thus, we are looking for a local highly qualified professional to fulfill the following position:

Administrative Assistant “VN-SIPA II”

Duty station: 14 Thuy Khue, Tay Ho, Ha Noi, Viet Nam

Duration: starting ASAP until 31.12.2026

Main responsibilities:

- Supporting in collecting, preparing and checking vouchers / documents for financial and administration functions;
- Supporting in conducting small procurement of goods and services, following up respective implementation and monitoring payments;
- Assisting monitoring office assets;
- Supporting logistics to event organization and visits of international experts;
- Supporting in calculating daily allowance for GIZ staffs and counterparts;
- Assisting processing visas and other necessary permits required by government institutions for AMAs;
- Ensuring the availability of necessary office supplies;
- Welcoming guest, providing refreshments for management board and visitors to the office;
- Assisting operation function to ensure the smooth operation of the office;
- Managing daily incoming and outgoing correspondence;
- Ensuring the filling of project documents;
- Supporting and back-up other administrative officers when required.

Minimum requirements:

- University degree in finance, accounting, business administration or economic preferably in accounting and finance
- At least 1-3 years of sound working experience in administrative/secretarial and event management work
- Proficient knowledge on administrative tasks
- Communicate effectively in written and verbal Vietnamese and English
- Professional use of personal computer utilizing word processing and spreadsheet software programs (e.g. MS Office, MS Word, MS Excel)
- Good management and organisational skills
- Good communication skills, ability to work in a team
- Highly motivated, willing to learn, service-oriented and able to work under high 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 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 **31st January 2024**.

Note: Please state “**Application for the position of Administrative Assistant_VN-SIPA II**” 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.

GIZ – YOUR PARTNER FOR A BETTER FUTURE