

# 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](http://www.giz.de/viet-nam).

The joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam III” (TVET Programme) aims at the Vietnamese TVET system is increasingly oriented towards supporting a socially just, green, and digital transformation of the economy (“Just Twin Transition”). It is funded by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, four main outputs have to be achieved:

- Output 1: TVET stakeholders on macro level are increasingly advising on the alignment of the TVET system with the socially just, digital, and green transformation (twin transition).
- Output 2: The TVET network is empowered to offer cooperative initial and further training for the socially just, green, and digital transformation (twin transition).
- Output 3: TVET institutions have planning and exchange tools for implementing the socially just, green, and digital transformation of the TVET system.
- Output 4: The technical and conceptual prerequisites of TVET for a climate-relevant sector are established for successful development-oriented skilled labour migration.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-orientated qualified workforce in Viet Nam. The TVET Programme is looking for qualified national candidate to fill the following position:

## **Junior Program Officer in Vocational Training and Labour Market**

Duty station: Ho Chi Minh City, Viet Nam

Duration: ASAP until 30. April 2025 with the possible extension until 2027

### **Main tasks:**

The JPO will have the following responsibilities:

- Provides technical support to the team leader, other programme staff, national and international short-term experts.
- Plans and coordinates project activities for supported TVET colleges such as further training courses, workshops, seminars.
- Organises missions of national and international consultants and interpreters.
- Supports the preparation and implementation of German standard oriented training programmes and cooperative training approach at supported TVET colleges and their partner companies with a focus on involving the business sector in the development of training offers, the delivery of training and in assessment.
- Supports TVET colleges to establish and operate Industry Advisory Board with participation of partner companies.
- Assists the supported TVET colleges in enrolment of trainees and in promoting female trainees and people with disabilities at supported TVET colleges.
- Supports Digital and Green(ing) TVET at supported TVET colleges.
- Collects information, maintains and updates database of project activities.
- Monitors and documents project activities and results.

- Acts as liaison to and cooperates with selected TVET colleges - contact person.
- Develops and maintains contacts and dialogues with the programme partners and relevant stakeholders, mainly the involved supported TVET colleges, companies and associations.
- Cooperates with other GIZ TVET components as well as other GIZ projects.

#### **Minimum requirements:**

- Bachelor's Degree (Bsc/BA) or comparable qualification in an area that is related to the responsibilities and tasks.
- Verified knowledge and skills in common IT and communication applications such as MS Office, MS Outlook, MS Teams.
- Vietnamese language as a mother tongue with verified proficiency in English. Knowledge of German would be an asset.
- Minimum 2 years of relevant professional experience in a comparable position.
- Advanced knowledge of the Vietnamese TVET system and of other international training system would be an asset.
- Professional work experience in GIZ and/or with other international development organisations such as UN, EU, DFAT, USAID as well as work experience with the private sector would be a strong advantage.
- Excellent verbal and written communication skills and social competence
- Project management and administration competence.
- Constructive and creative thinking ability.
- Proactive problem detection and solving attitude.
- Good planning and organisational skills.
- Self-motivated with efficient and conscientious working style.
- Willingness for self-improvement and further education.
- Independent-minded and good ability to work autonomously and in teams.
- Willingness to travel.

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **18<sup>th</sup> March 2024**.

**Note:** Please state “**Application for the Junior Program Officer in Vocational Training and Labour Market\_TVET**” 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.