

# 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 four 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 which 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:

## **Administrative Specialist “TVET”**

Duty station: Ho Chi Minh City

Duration: 01. June 2024 – 31. May 2025

### **Main tasks:**

- Responsible for bookkeeping (cashbook, bankbook), cash management
- Processing vouchers for payment including account allocation and cash management in the line of GIZ rules and regulations and General Accepted Accounting Principles (GAAP)
- Ensuring the filing of project documents, scan documents for uploading and storage
- Check VAT invoices for VAT claim
- Check and prepare PIT declaration for individual consultants
- Travel expenses calculation and settlement according to GIZ’s regulation
- Supporting in travel arrangements for staffs and project’s event logistic (air/accommodation booking, car rental, project car...)
- Car logbook checking
- Office Management of HCM City Office, ensure the availability of office supplies
- Assist in other administration task

### **Minimum requirements:**

- University Degree in finance, accounting, business or a related field.
- At least 5 years of progressive experience in a comparable position.
- Working experience in the organization of international cooperation is an advantage.

- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Proven understanding of financial planning and administration.
- Good working knowledge of ICT and computer applications (e.g., MS Office, DMS, Accounting software...)
- Ability to manage multi-tasks and meet deadlines.
- Good communication skills, ability to work independently and collaboratively in a team.
- Good working knowledge of English.
- Good knowledge of Vietnamese Law and Tax Regulations

**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 **8<sup>th</sup> April 2024**.

**Note:** Please state “**Application for the Administrative Specialist\_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.

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