

# 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 GIZ Country Office in Hanoi is providing the administrative, human resources (HR), contractual and accounting services to the projects implemented by GIZ in Viet Nam.

The GIZ Country Office in Hanoi is looking for a qualified national candidate to fill the position:

## **Finance and Accounting Specialist**

Duty station: Ha Noi, Vietnam

Duration: Starting ASAP for 1-year contract

### **Main tasks:**

- Ensuring that financial, accounting administration tasks are executed in accordance with GIZ regulation and standard procedures.
- Project and office accounting.
- Management of bank and cash of the country office.
- Travel expenses calculation and settlement for domestic and international business trips
- Asset management in the country office
- Support internal control/audit of the country office.

### **Minimum requirements:**

- University degree in Business Administration, Economics, Accounting, Finance or equivalent
- At least 5 years' professional experience in finance and accounting in similar organization like GIZ
- Knowledge in SAP would be an advantage
- Very good working knowledge of computer applications (e.g. MS Office)
- Fluent in English (both orally and in writing). Good knowledge of German would be an advantage
- Ability to work both independently and in team under high work pressure
- Excellent communication and negotiation skills
- Experience with GIZ is a plus.

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

**Note:** Please state “**Application for the Finance and Accounting Specialist “GIZ CO”**” 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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