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| **HR Service Request Form**  **NMA recruitment**    The HR Service Request Form and required documents need to be submitted in full to the HR Specialist **at least 3 working days** before the expected publishing date of vacancy announcement.   * HR Specialist responsible for the vacancy announcement and recruitment process: [thuy.duong@giz.de](mailto:thuy.duong@giz.de). * HR Specialist responsible for labour contract preparation: [ha.nguyen4@giz.de](mailto:ha.nguyen4@giz.de).   Find the recruitment policy and relevant templates [here](https://dms.giz.de/dms/llisapi.dll?func=ll&objid=334147810&objAction=browse&sort=name&viewType=1). | | |
| Project name: **Sustainable Agriculture for Forest Ecosystems (SAFE)**  Name of the project’s AV (Auftragsverantwortlicher/ Commission Manager): **Elke Suemnick-Matthaei (DV of SAFE country package Vietnam Sonja Esche)**  Name of the project’s authorized person who will sign in the NMA’s labour contract: **Sonja Esche**  Project number with 12 digits: **20.0121.2-024.00**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | % output distribution according to KOMP if any | | | | | | O1 | O2 | O3 | O4 | O5 | |  |  |  |  |  | | | |
| Job band/ sub-band: **4.2**  Function designation: **PO** (Please check with the HR Specialist if needed)  Job title: **Regional Advisor for the Team Europe Initiative in South-East Asia**  Duty station: **Hanoi**  Contract duration: **01.01.2025 until 30.09.2027**  Name and title of the line manager: **Sonja Esche**  Telephone allowance (VND 500,000/month gross):  Yes  No  Other allowances (if any):  Specific role in SAP (if any): | | |
| Required documents:  NMA Job description that contains function designation  Brief introduction of project to present in the vacancy announcement | | |
|  | Prepared by | Approved by the AV/  Authorized person*(the authorization letter is required)* |
| Date and E-signature (Full name, function, project, OE) |  | 06.11.2024, Sonja Esche, DV SAFE, 2A00 |