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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.
* HR Specialist responsible for labour contract preparation: 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**

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| % output distribution according to KOMP if any |
| O1 | O2 | O3 | O4 | O5 |
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| 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 [ ]  NoOther allowances (if any):Specific role in SAP (if any): |
| Required documents:[x]  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 |