

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. GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, environmental policy and sustainable use of natural resources, and energy. For further information, please visit www.giz.de/viet-nam.

The joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam II” (TVET Programme) aims to better align TVET in Viet Nam to the changing world of work (www.tvet-vietnam.org). 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, three main outputs have been defined:

- Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected.
- Output 2: The regulatory framework of TVET is aligned to the requirements of the changing world of work
- Output 3: The concept of High-Quality TVET institutes is successfully implemented in selected TVET institutes.

Digital transformation (DX) of TVET is the process of transforming the management, teaching and learning activities from physical settings to the digital environment. The TVET Programme strongly promotes a holistic approach of digital DX for TVET in Viet Nam by focusing on six components of the DX ecosystem. These are training contents adapted to the 4th I.R, digital teaching and learning methods, digital trainers and students, digital infrastructure, platforms and learning resources, digital administration and management, and a regulatory framework that fosters DX. The ultimate goal is to contribute to the improvement of the supply of demand-orientated qualified workforce in Viet Nam.

To further support the implementation of DX for TVET partners, the TVET Programme is looking for a qualified national candidate to fill the following position:

Junior Programme Officer in Digital Transformation “TVET”

Duty station: Hanoi

Contract duration: ASAP 1 year contract with the possible extension

Overall, the Junior Programme Officer is responsible for supporting the implementation of three key activity areas that include strategic and policy advice, capacity development for TVET personnel and development of digital solutions to promote DX for TVET partners of the TVET Programme.

Main responsibilities and tasks:

- Support the implementation, monitoring and report of the DX activities for TVET partners
- Support the coordination and organization of international and local events including conferences, workshops, training, webinars, strategic group discussions related to DX in TVET
- Taking meeting minutes, documenting key discussion points, and providing translation and interpretation
- Support the liaison with TVET partners, consultants and other stakeholders to ensure smooth communication and coordination of DX activities
- Support the development of Terms of References and managing consultancy contracts according to GIZ rules and regulations

- Collecting information and data to support activity plan and report
- Ensure knowledge management in the assigned activities and sufficient documentation (e.g. documentation and filing of documents in line with GIZ's filing rules and the TVET Programme's document structure)
- Assist other activities of the TVET Programme if and when required.

Required qualifications

- University degree/ or at least at bachelors level preferably in relevant disciplines
- Minimum of 1-2 years of work experience in a similar position. Priority is given to those who have experience in digital transformation in education, especially in the TVET sector
- Sound knowledge of the 4th Industrial Revolution, digital transformation, ICTs, educational technologies, and TVET
- Excellent skills in organizing both online and offline professional events including conferences, workshops, webinars, training courses, meetings...
- Experience in administrative support (contracts, procedures...)
- Fluency in English and Vietnamese language, both spoken and written (minimum requirement)
- Excellent communication and presentation skills
- Proficiency in using Microsoft Office (PowerPoint, Word, Excel, Outlook), MS Teams or equivalent open-source packages
- Be a teamwork-oriented, reliable, accurate, consistent, self-motivated, attention-to-detail person
- Sound analytical and writing skills
- Willingness to travel to different project locations across Vietnam.

Successful candidate will enjoy good working conditions with a friendly and creative working environment, open corporate culture, competitive compensation and benefits.

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) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), **before 3rd Oct 2022**.

Note: Please state "**Application for the Junior Programme Officer in Digital Transformation_TVET**" in the subject line or on the envelope. Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please visit our page GIZ Viet Nam – Career Opportunities at <https://www.giz.de/en/worldwide/109163.html> to download the GIZ Application Form.

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