

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. 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 to be achieved:

- 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.

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 candidates to fill the following positions:

Position 1:

Translator/Project Assistant “TVET in Dong Nai”

Duty station: LILAMA 2, Dong Nai, Viet Nam

Contract duration: 01. July 2022 until 31. June 2023 with possible extension

Main responsibilities:

- Supporting the Digital Ambassador (DA) and other project staff and short-term experts in translation English/Vietnamese/English as well as in verbal and written communication with the partners;
- Supporting the DA in his advisory services to LILAMA 2 and other partner institutes;
- Providing administrative support for, and organization of activities in the field of digital transformation implemented within the framework of the Programme Reform of TVET in Vietnam;
- Providing support in collecting, documenting and managing data required for M&E of activities implemented with LILAMA 2.

Minimum requirements:

- Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
- Good knowledge of MS Office, digital tools and platforms as well as in the professional handling of social media activities;
- Knowledge of technical translations in the fields of e-learning/digitalization and vocational training is an additional asset
- At least 1-2 years professional experience in a comparable position. Priority will be given to those who have skills in event organization skills, or activity coordination
- Good communication and team skills
- Good application knowledge in dealing with IT and communication technologies as well as computer applications (e.g. MS Office applications)
- Continues to qualify in accordance with the requirements of the area of responsibility; corresponding measures are agreed with the manager

Position 2:

Translator/Project Assistant “TVET in HCMC”

Duty station: College of Technology II, HCM City (HVCT), Viet Nam

Contract duration: 01. July 2022 until 31. June 2023 with possible extension

Main responsibilities:

- Supporting the Digital Ambassador (DA) and other project staff and short-term experts in translation English/Vietnamese/English as well as in verbal and written communication with the partners;
- Supporting the DA in his advisory services to HVCT and other partner institutes;
- Providing administrative support for, and organization of activities in the field of digital transformation implemented within the framework of the Programme Reform of TVET in Vietnam;
- Providing support in collecting, documenting and managing data required for M&E of activities implemented with HVCT.

Minimum requirements:

- Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
- Good knowledge of MS Office, digital tools and platforms as well as in the professional handling of social media activities;
- Knowledge of technical translations in the fields of e-learning/digitalization and vocational training is an additional asset
- At least 1-2 years professional experience in a comparable position. Priority will be given to those who have skills in event organization skills, or activity coordination
- Good communication and team skills
- Good application knowledge in dealing with IT and communication technologies as well as computer applications (e.g. MS Office applications)
- Continues to qualify in accordance with the requirements of the area of responsibility; corresponding measures are agreed with the manager

Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.

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 8th June 2022**.

Note: Please state the following in the subject line or on the envelope if you wish to apply for one of the two positions:

Position 1: “Application for Translator/Project Assistant – TVET in Dong Nai”

Position 2: “Application for Translator/Project Assistant – TVET in HCMC”.

Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please complete all the information in the GIZ Application form with link download here:

<https://bit.ly/3fgNWHq>.

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