

# 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 three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The priority area Environmental Policy and Sustainable Use of Natural Resources is covered by the “GIZ Green Cluster”. The Green Cluster currently comprises a total of four teams in the thematic areas of climate policy, coast and water, agriculture, biodiversity and forest. The **Mekong Delta Climate Resilience Programme (MCRP)** (2021-2025) is a technical cooperation programme, jointly funded by the governments of Viet Nam, Germany and Switzerland and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). Its objective is to improve the climate-resilient management of natural resources in the coastal region of the Mekong Deltas for sustainable development of the region. The Programme promotes regional coordination, institutional and procedural frameworks, investment planning and the development and dissemination of technological solutions and innovations for improved, climate-resilient management of water resources in urban and rural areas of the Mekong Delta. MCRP focuses on four pillars, namely:

- (1) Establishing an institutional framework for regional coordination of the climate-resilient development of the Mekong Delta.
- (2) Improving investment planning at regional level for climate-resilient and gender-sensitive management of water resources in urban and rural areas;
- (3) Implementing the application of innovative technologies and coastal and river erosion interventions that strengthen the climate resilience of rural infrastructure and ecosystems; and
- (4) Implementation of climate-resilient and water-sensitive urban infrastructure development.

MCRP is looking for a **national qualified candidate** to fill the following position:

## **Administrative Officer “MCRP”**

Duty Station: Can Tho, Viet Nam

Duration: ASAP until 31.12.2023 with potential extension

### **Main responsibilities:**

- Providing administrative services for the MCRP programme and its affiliated projects in the sector, particularly in the areas of contracting and procurement, financing agreements/ grants/ local subsidies; event management
- Full compliance of administrative activities with GIZ rules, regulations, policies and strategies;
- Full compliance with MCRP’s management rules and regulations in consultation with the direct supervisor;
- Promoting a client-, quality- and results-oriented approach within the MCRP Programme and GIZ Office;
- Close collaboration with the Admin team in Hanoi, provinces and with the entire programme team in Hanoi and the other GIZ projects working in the Green Cluster;
- Ensure an effective flow of communication and information within the finance and admin team as well as with colleagues from the Coast and Water teams and the Contract and Procurement Section of the GIZ Country Office, GIZ HQ, if necessary.

### **Minimum requirements**

- University degree in Business Administration, Economics, Accounting, Finance or equivalent

- At least 3-5 years of professional experience in the area of contract management, procurement, , finance agreement/ grants/ local subsidies, event organization, project accounting in a development cooperation project, working experience in GIZ Vietnam system is an advantage.
- 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 skills
- Strong experience in general administration and especially contract and procurement management;
- Full proficiency in information technologies
- Vietnamese mother tongue and full proficiency in English
- Excellent management, communication and interpersonal skills
- Dynamic, reliable and open-minded character having the willingness to excel and perform on a high-level, even under pressure and tight deadlines

**Successful candidates will enjoy good working conditions with a friendly and creative working environment, open corporate culture, competitive benefits and compensation and good policies of training and development.**

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 **31<sup>st</sup> August 2022**.

**Note:** Please state “**Application for Administrative Officer – MCRP Can Tho**” 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 GIZ Viet Nam – Career Opportunities at <https://www.giz.de/en/worldwide/109163.html> to download the GIZ Application Form.

**GIZ – YOUR PARTNER FOR A BETTER FUTURE**