

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. On behalf of the German Government, 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.

Sustainable Economic Development (SED) Cluster consists of 2 programmes/projects, which are the “Macroeconomic Reforms/Green Growth Programme”, the “Support to the Office of the Government in Legal Issues Project” and a lot of regional as well as global service packages. Through technical advice and capacity building in economic, environmental, social and governance related matters provided to relevant partners ministries and agencies, the programmes/projects/service packages in the SED Cluster support the Government of Vietnam in its efforts of green growth strategy implementation, improvement of law making capacity and growth model transformation toward a more socially, environmentally sustainable development.

ASEAN Regional Economic Integration (ASEAN REI) Vietnam is looking for a national qualified candidate to fill the following position:

Administrative Specialist “ASEAN REI”

Duty station: Hanoi, Viet Nam

Duration: 02 years, 01/10/2022 – 30/09/2024 with the possibility of extension

Main responsibilities:

- Managing petty-cash (cashier), bank accounts including bank account reconciliation
- Bookkeeping cash and bank book
- Verifying vouchers for payment including account allocation in the line of GIZ rules and regulations and General Accepted Accounting Principles (GAAP)
- Monitoring inventories
- Calculating travel costs according to GIZ’s regulation
- Supporting DV/the Team Leader in the annual budget monitoring and budgeting process for activities within the assigned area of intervention in coordination with the financial controller of the Cluster
- Conducting service, event contracts according to GIZ guidelines and commercial codes
- Conducting procurement of goods according to GIZ guidelines and commercial codes
- Supporting logistics to events and visiting of international and/or national experts
- Ensuring the filing of project documents according to GIZ filing codes
- Ensuring the coordination of all administrative and logistics issues with the assigned counterparts

Minimum requirements:

- University degree in finance, accounting, business administration or economic preferably in accounting and finance
- At least 5 years’ professional experience in a comparable position
- At least 5 years in an organization of international cooperation preferably in project/programme / or in the area accounting and finance
- Proven in-depth understanding of financial planning and administration
- Good communication and interpersonal skills
- Experience in working within international teams
- Excellent written and oral English language skills; good command of German would be an asset
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Onsite Reporting, Accounting software, SAP...)
- Dynamic, reliable, self-motivated, service-oriented, teamwork and able to work under pressure

Successful candidates will enjoy good working conditions in 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 21st September **2022**.

Note: Please state “**Application for Administrative Specialist ”ASEAN REI**” 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.

GIZ – YOUR PARTNER FOR A BETTER FUTURE