

# 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](http://www.giz.de/viet-nam).

The **GIZ Energy Support Programme (ESP)** is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The programme is mainly funded by the German Government and focuses on Renewable Energy and Energy Efficiency.

The Energy Support Programme (ESP) requires qualified local professionals for the following positions:

## **Administrative Specialist/Logistics “ESP”**

Duty station: Hanoi, Vietnam

Duration: Starting ASAP for 2 years contract with the possibility of extension

### **Main responsibilities:**

- Administrative support to the Energy Support Programme, in accordance with the rules and regulations (PuR) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and/or the GIZ Office in Viet Nam report to and under supervision of the direct supervisor(s).
- All logistics around international and local events/workshop organisation;
- Management of adequate project documentation as well as knowledge dissemination; including filing of documents in reference files or in DMS in line with GIZ's filing rules;
- Communication and flow of information within the project/programme and with the GIZ office
- Supporting other Admin Specialist(s)/Logistics as a back-up (when required)
- Supporting the finance and procurement staff in preparation of documentation (when required);
- Assistance to ESP team members in administrative tasks.

### **Minimum requirements:**

- A University Degree or equivalent in a relevant discipline such as finance and accounting, business administration or public administration;
- At least 5 years of professional working experience in the area concerned; experience in a similar position in a project/ programme in international development cooperation is an asset;
- Strong experience in organizing workshops / trainings in the country and abroad, general administration and especially office management and logistics;
- Proficiency in visa application process is an asset;
- Full proficiency in information technologies as well as Vietnamese and English; good knowledge of German would be a strong asset;
- Excellent management, communication and interpersonal skills;
- Dynamic, reliable and open-minded character having the willingness to excel and perform on a high-level under pressure and tight deadlines;
- Willingness to travel nationally and internationally.

An alternative of a Junior Administrative Specialist position might be considered depending on the candidate's technical expertise and experience.

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **7<sup>th</sup> August 2022**.

Note: Please state: “**Application for the Administrative Specialist/Logistics\_ESP**” 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**