

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.

The “**The Regional Cooperation Programme for the Development of Technical and Vocational Education and Training in ASEAN**” (RECOTVET) aims to optimize the framework conditions for a generally improved and regionally integrated systems of education and further training of TVET personnel. The programme works closely with relevant bilateral TVET programme in ASEAN countries for the implementation.

The RECOTVET programme is looking for a local qualified candidate to fill the following position:

Administrative Specialist “RECOTVET”

Duty Station: Hanoi, Vietnam

Duration: Starting ASAP for 1 year contract

Main responsibilities:

- Manage and monitor all contracts within the RECOTVET, including consultants, consulting companies and other service providers; follow up their respective implementation and monitor respective payments in accordance with GIZ rules and regulations.
- Purchase materials and equipment for RECOTVET in accordance with GIZ rules and regulations.
- Support and back-up other Admin Specialists when required
- Overall smooth, uninterrupted functioning of the project office
- Maintenance of an overall good flow of communication and information in the project as well as an effective coordination with colleagues at different GIZ offices and Head quarter.

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 3 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
- Willingness to travel nationally and internationally.
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Onsite Reporting, Accounting software, SAP...)
- The applicant should be highly motivated, capable of working independently, open for new challenges yet accurate and reliable and willing to perform even under pressure and tight deadlines.

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 **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, Viet Nam), before **26th September 2022**.

Note: Please state “**Application for the Administrative Specialist – RECOTVET**” 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.

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