

VACANCY ANNOUNCEMENT

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise. As a service provider in the field of international cooperation for sustainable development and international education work, GIZ is dedicated to shaping a future worth living around the world. Together with commissioning parties and partners, GIZ generates and implements ideas for political, social and economic change. 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.

German Cooperation has been supporting Viet Nam to restructure its agriculture sector to ensure sustainable rural development, particularly in the Mekong Delta. In continuation of this support, the Viet Nam country package of the global program “Green Innovation Centres in the Agriculture and Food Sector” in Viet Nam (GIC), has been commissioned to support the transition to higher resource efficiency and value creation in Mekong Delta farming systems. A central element of the project is to increase the ability of smallholder farmers and upstream/downstream companies to adopt climate-smart and sustainable innovations that increase incomes, employment, and the quality of produce while reducing their environmental footprint. Through the promotion of innovations and novel business models along the agro-food value chains rice and mango, GIC contributes to farmer’s stable and competitive production, increased incomes through higher product quality and compliance with standards. Businesses up- and downstream of agricultural production improve farmer’s access to diverse services, and stable access to markets.

The project is looking for local qualified candidates to fill the following position:

Administrative Officer for the Agriculture Team

Duty station: Ho Chi Minh City, Viet Nam

Duration: Starting ASAP to 30.09.2024, with the possibility of extension

Main responsibilities:

- Processing 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 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
- Concluding service, event contracts according to GIZ guidelines and commercial codes
- Conducting procurement of goods according to GIZ guidelines and commercial codes
- Support the monitoring and smooth financial administration of local subsidy contracts in compliance with GIZ’s regulation, including relevant, practical advice for recipients
- Supporting logistics to events and visiting of international and/or national experts
- Ensuring the filing of project documents according to GIZ filling codes
- Ensuring the coordination of all administrative and logistics issues with the assigned counterparts

Minimum requirements:

- University degree in finance, accounting, business administration or economics, or international relations
- At least 5 years’ professional experience in an assistant or budget control, or project management position in local, national or international institutions
- Thorough experience following administrative procedures, and with consistent filing and documentation
- Prior work experience with GIZ is considered a strong asset

- Proven understanding of financial planning and administration
- Good communication and interpersonal skills
- Experience in working within international teams
- Excellent written and oral English language skills; a basic command of German would be an asset
- Very good working knowledge of ICT 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 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, a cover letter stating motivation and qualification, and references by email to hr-giz@giz.de before **25th August 2022**.

Note: Please state the following in the subject line: “**Application for the Administrative Officer for the Agriculture Team in HCMC**”

Only short-listed candidates will be contacted 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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