

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, climate change, and sustainable natural resource use; 3) Energy. For further information please visit our website: www.giz.de/viet-nam.

Within the agriculture team of GIZ's green cluster (comprising all projects from priority area 2), projects with a focus on Vietnam as well as a number of regional initiatives on regional trade integration are bundled. The agriculture team is distributed over three locations in Vietnam: Hanoi, Ho Chi Minh City, and Can Tho. The team in Hanoi is in charge of partner coordination and the implementation of the Viet Nam based activities of BMZ financed regional and global projects:

- The Viet Nam country package of the global program "Green Innovation Centres in the Agriculture and Food Sector" in Viet Nam (GIC), implemented under the special initiative "ONE WORLD No Hunger" (SEWoH), commissioned to support the transition to higher resource efficiency and value creation in the Mekong Delta farming systems to adopt climate-smart and sustainable innovations in the rice and mango value chains that increase incomes, employment, and the quality of produce while reducing their environmental footprint.
- Promotion of Sustainable Agricultural Value Chains in ASEAN (AgriTrade): Compiling lessons learnt on the implementation of standards on quality and sustainability in the CLMV countries and improving private sector involvement in their development. Conducting awareness campaigns on the health and ecological benefits of sustainable agricultural products.
- Support of Regional Economic Cooperation in Asia (SRECA) aims at enhancing the access of SMEs in the agriculture and food industry to trade-related services and strengthening the structures for cross-border cooperation between the focus countries and China.
- Strengthening the resilience of poor population groups to climate change in selected ASEAN states (Climate Resilient Agricultural Systems, CRAS): aims at promoting resilience against climate change impacts in agricultural value chains.

The ASEAN projects work both on the regional level with ASEC in Jakarta and on country level with a focus on Cambodia, Indonesia, Thailand, and Vietnam. The political partners in Vietnam currently are the Ministry of Planning and Investment (MPI), Ministry of Industry and Trade (MOIT), Ministry of Agriculture and Rural Development (MARD) and Vietnam Trade Promotion Agency (VietTrade). The GIC project cooperates with the Department of Cooperatives and Rural Development of MARD.

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

Project Officer for Agriculture Team

Duty station: Ha Noi, Viet Nam

Duration: Starting ASAP for a 2-year contract, with the possibility of extension

Main responsibilities:

The Project Officer's responsibility is to assist the GIZ agriculture team in Vietnam in supporting project, event, and knowledge management tasks between GIZ projects, MARD's Department for Cooperatives and Rural Development (DCRD) and other, Hanoi-based central agencies and international actors for the three projects GIC (50% workload) SRECA (25% workload) and AgriTrade (25%).

Under the responsibility of the team leader for agriculture (TL) in GIZ Vietnam, and in permanent coordination with a) the Senior Project Officers (SPO) for Policy Advice and Cooperation, for the GIC project, and b) the Senior Project Officer for Agricultural Trade, for SRECA and AgriTrade, the Project Officer executes the tasks assigned in the respective operational plans of the GIC, SRECA, and AgriTrade projects. In the domain of project management, he or she contributes to the organization of events and appraiser assignments, as well as to reporting requirements. In the field of event management, she ensures a proper preparation – content- and logistics-wise - of workshops and other types of events and encounters. In the field of knowledge management, he or she collects, structures, and presents information relevant for GIZ's projects and staff, as well as for the partner's staff.

Partially placed at DCRD's premises in Hanoi, the PO takes on knowledge management tasks in DCRD's and GIZ's mutual interest, following regular coordination between the SPO and the counterparts at DCRD. As a result of the PO's support to knowledge management, the possibility to follow-up and report on all activities under GIC for DCRD is ensured, and day-to-day coordination between the partners facilitated.

- Specifically, the Project Officer in Knowledge Management supports:
- Facilitation of the participation of national counterparts in regional activities
- Contribute to the implementation of regional activities, ensuring the achievement of outputs at regional level
- Contribute to knowledge sharing and management within GIZ's regional team.
- Contribute to the PR work of projects at national level and regional PR plan: develop factsheet, brochures, prepare social media news and publish reports, etc
- Coordination and gathering information for follow-up by DCRD and GIZ.
- Updates of the progress of implementation activities by national and provincial partners.
- Preparation of meetings/events between the projects implemented by the Agriculture Team at central level, and other parties.
- Planning and implementation of internal & external delegation's visits to project provinces and provides support to visitors.
- Field trips to ensure appropriate coordination between implementation levels, and to capture experiences and evidence for the knowledge management tasks

Minimum requirements:

- A university degree in agriculture, environmental studies, economics, social studies, or a comparable qualification
- A minimum of five years work experience in the fields: project administrative support, translation tasks, communication and coordination tasks; and organizing meetings, workshops/events and other related fields in international development cooperation, reporting and conception of knowledge management engagement.
- Excellent communication (written and spoken) in English and Vietnamese. Additional knowledge of German or French language is an advantage.
- Work experiences with international organizations and/or ministries, local authorities is an asset.
- Experience in writing meeting/workshop minutes, activity and project reports
- Knowledge of MS Office with a focus on MS Word, Excel and PowerPoint;
- Ability to work autonomously and self-organized as part of a project team.
- Willingness to strengthen skills and competencies as required by the tasks.
- Willingness to work in varied workstations of partner and GIZ office.
- Willingness to travel on short trips within Vietnam.

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 by email to hr-giz@giz.de before **22nd August 2022**.

Note: Please state the following in the subject line or on the envelope if you wish to apply for the position:

“Application for Project Officer for Agriculture Team_GIC in Hanoi”.

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.

GIZ – YOUR PARTNER FOR A BETTER FUTURE