

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 Macroeconomic Reform/Green Growth Programme supports the implementation of Vietnam National Green Growth Strategy (NGGS) and provides consultation on selected topics in the NGGS to its partners, which are Ministry of Planning and Investment, Central Institute for Economic Management, Ministry of Finance, State Bank of Vietnam and State Securities Commission.

The “Green Financial Sector Reform” Component of the Programme, in cooperation with the State Bank of Vietnam and State Securities Commission is pursuing the goal of reforming the country’s financial system (including the banking sector and the capital market) towards environmentally and socially sustainable development to support the implementation of national strategies in green growth, climate change response, and sustainable development in Vietnam.

The Program Component is looking for a **national candidate** to fill the following position:

Junior Programme Officer “Macro SBV_GGP”

Duty station: Ha Noi, Viet Nam

Duration: ASAP to 31/12/2023 with possibility of extension

Main responsibilities:

- Support the implementation, monitoring and evaluation of the Component activities; arranging logistics for international and local events, organization of workshops and expert missions; taking meeting minutes; providing translation and interpretation;
- Support research activities on the main areas of the Component (sustainable/ green/ climate finance, digital finance), collecting and analyzing international and local information and data to support planning and designing activities of the Component;
- Ensure knowledge management in the assigned activities and adequate project documentation (e.g. documentation and filing of documents in line with GIZ’s filing rules and the component’s document structure);
- Support the Component in implementing digitalization in project activities and project office (e.g.; applying digital tools in organizing project activities effectively, implementing digitalization of internal processes of the Component);
- Assist other Component/ Programme activities if and when required.

Minimum requirements:

- University degree or equivalent in related fields
- At least 2 years working experience in a similar position or related fields
- Good command of English
- Good command of MS Office and knowledge of modern telecommunication systems
- Ability to travel, work in a team and sometimes under high pressure/ tight deadline to provide with instant inputs/ assistance to another team members
- Willingness to take initiative, self-development and taking measures to upskill as required by the tasks to be performed.

Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.

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 **16th September 2022**.

Note: Please state “**Application for Junior Programme Officer – Macro C3_GGP**” 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.

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