

# 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. 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 joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam II” (TVET Programme) aims to better align TVET in Viet Nam to the changing world of work. It is funded by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, three main outputs have to be achieved:

- Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected.
- Output 2: The regulatory framework of TVET is aligned to the requirements of the changing world of work
- Output 3: The concept of High-Quality TVET institutes is successfully implemented in selected TVET institutes.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-orientated qualified workforce in Viet Nam. The TVET Programme is looking for qualified national candidate to fill the following position:

## **Project Assistant cum Translator “TVET”**

Duty station: LILAMA 2, Dong Nai, Viet Nam

Contract duration: ASAP until 29. February 2024

### **Main responsibilities:**

- Supporting the integrated expert (IE) and other project staff and short-term experts in translation (English/Vietnamese) as well as in verbal and written communication with the partners;
- Supporting the IE in his advisory services to LILAMA 2 and other partner institutes;
- Providing administrative support for activities implemented within the framework of the Component “Supporting High-Quality TVET Institutes”;
- Providing support in collecting, documenting and managing data required for monitoring and evaluation (M&E) of activities implemented with LILAMA 2.

### **Minimum requirements:**

- Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
- Knowledge of technical translations in the fields of electrotechnics/ mechatronics/ mechanics/ I4.0 and vocational training is an additional asset
- At least 3 years professional experience in a comparable position
- Good communication and team skills
- Good organisation of meetings and events
- Work experience in cooperation with the business sector is an additional asset
- Work experience in workshop/event facilitating is an additional asset
- Good application knowledge in dealing with IT and communication technologies as well as computer applications (e.g. MS Office applications)
- Good organisation of working place (5S approach)
- Continues to qualify in accordance with the requirements of the area of responsibility; corresponding measures are agreed with the manager

**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**, 6<sup>th</sup> Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), **before 23<sup>rd</sup> November 2022**.

Note: Please state “**Application for Project Assistant cum Translator – LILAMA2**” 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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