

# 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:

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

Duty station: VCMI, Dong Nai, Viet Nam

Contract duration: 15. July 2022 until 31. January 2023 with possible extension

### **Main responsibilities:**

- supporting the development advisor (DA) 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 DA in his advisory services to VCMI and other partner institutes;
- Providing administrative support for activities in the field of electrotechnics 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 VCMI.
- supports the DA when necessary in dealing with authorities, in Visa application and in the solution of everyday challenges

### **Minimum requirements:**

- very good command of English and Vietnamese spoken and written, minimal level required IELTS 6.5 or similar certificate
- knowledge of technical translations in the fields of electrotechnics and vocational training is an additional asset
- good knowledge of MS Office 365, including MS Office, Teams as well as Planner
- at least 2 years professional experience in a comparable position
- experience in an international and intercultural work environment is an additional asset
- structured way of working, e.g. ability to manage own tasks and to-dos
- ability to serve as mediator between the international expert and the partners
- openness to work in intercultural environment with international teams
- willingness to gain further knowledge and skills in the area of responsibility; corresponding measures are agreed with the manager
- ability to deal with work-related stress situations
- research capabilities in order to find best suiting translations, best hotel offers etc.

**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](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 15<sup>th</sup> June 2022**.

Note: Please state “Application for Translator/Project Assistant – TVET in Dong Nai” 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 access our page [Career Opportunities-GIZ Viet Nam](https://www.giz.de/en/worldwide/109163.html) at <https://www.giz.de/en/worldwide/109163.html> to download the GIZ Application Form.

**GIZ – YOUR PARTNER FOR A BETTER FUTURE**