

# 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 four priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy; 4) Sustainable Economic Development. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

**The Macroeconomic Reform/Environmentally and Socially Sustainable Growth Programme** (hereinafter Macro Program) provides technical assistance to its core partners including Ministry of Planning and Investment (MPI), Ministry of Finance (MoF), State Bank of Vietnam (SBV) and Ministry of Labour, Invalids and Social Affairs (MoLISA) to promote better management of public and private resources for inclusive green growth in Vietnam.

The Social Inclusion Component of the Macro Program (the Component), in cooperation with the MoLISA, is pursuing the goal of enhancing the successful integration of social dimension and gender equality into the implementation of national strategies in green growth, climate change response and sustainable development in Vietnam.

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

## **Project Officer on Social Inclusion of Macroeconomic Reform Program**

Duty station: Hanoi, Viet Nam

Duration: ASAP until 31 December 2022 with contract renewable plan

### **Main responsibilities:**

- Provide technical advisory to partner in regard to the development and implementation of the Operation Plan of Social Inclusion component of the Macro Program, with the focus on the integration of social dimension and gender mainstreaming in national strategies and plans on green growth and climate changes prevention and adaptation
- Coordinate the implementation of the Component's activities which include the facilitation of discussions with partners on specific activity to reach to a consensus Technical Assistance Plan (TAP), monitor and document the activities' progress and reports as well as promptly solve arising problems
- Develop Terms of Reference (ToR) for recruitment of consultants, monitor their contracts and ensure the quality control of consultants' work
- Conduct background research and networking on topics related to the scope/intervention areas of the Macro Program - Social Inclusion Component
- Assist external and internal communication to support the Macro Program/Component Managers in discussion with relevant partners/stakeholders in preparing strategic and legal documents for the operation of the Component (project document, implementation agreement, annual operation plan and progress report, etc.)
- Contribute to the M&E work of the Component's activities and results
- Assist the Component Manager and substitute other team member in conducting the work of the Component/Macro Program when require
- Work with close cooperation within the Component and with the Finance and Admin team in organizing the implementation of Component's activities including events, workshops and follow up of the signature and liquidation process with the consultant.
- Translate documents (English - Vietnamese, Vietnamese - English) and assume the interpretation tasks at meetings if required...

**Minimum Requirements:**

- University degree or higher in public policy, economics, social development, law, environment protection or related fields
- Good knowledge of Vietnam Green Growth Policies, Climate Change issues and Sustainable Development Goals
- At least 3-5 years professional experience in a comparable position on the side of development partner, donor or host government organization
- Strong project management skills and experience with the initiation, planning, budgeting, execution, monitoring of projects and other project management tasks
- Constructive team player in cross-culture environment
- Strong critical, analytical thinking and structured working abilities
- Excellent verbal and written English language skills

**Distinct advantage included:**

- Internationally recognized post-graduation in related fields
- Working experience in/with NGOs, social organizations, research bodies or development projects with the focus on green growth, socially just transition or climate change prevention and adaptation
- Experience in working with government agencies at ministerial level or Molisa
- Understanding about the policy making process in Vietnam
- Proven strong networking capability and good communication skills
- Pro-active and self-driven individual
- Knowledge of German would be an advantage

**Successful candidates will enjoy good working conditions, competitive benefits and compensation and good policies of training and development.**

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**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **30<sup>th</sup> June 2022**.

**Note:** Please state: “**Application for position Project Officer on Social Inclusion**” in the subject line or on the envelope. The 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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