

# 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 and sustainable natural resource use; 3) Energy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

GIZ has been commissioned by the German International Climate Initiative (IKI) with the project Support to Viet Nam for the Implementation of the Paris Agreement (VN-SIPA). The lead executing agency is the Ministry of Natural Resources and Environment (MONRE), further implementing partners are MARD, MOC, MOT, MPI as well as the provinces of Quang Binh and Ha Tinh.

The International Climate Initiative (IKI) is an important part of the German government international climate finance commitment. Since 2022, the Federal Ministry for Economic Affairs and Climate Action (BMWK) has been the lead ministry for the IKI. The program cooperates with its funding ministry, the Federal Ministry for Environment Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), as well as the Federal Foreign Office. Through the IKI, the ministries jointly support approaches in developing and emerging countries to implement and ambitiously develop the Nationally Determined Contributions (NDCs) anchored in the Paris Agreement.

The joint project “Support to Vietnam for the Implementation of the Paris Agreement” (VN-SIPA) provides support to the Government of Viet Nam in establishing the framework conditions to implement the NDC and the Paris Agreement. Specific measures that demonstrate great potential for scalability are being implemented in two provinces (concept of ecosystem-based adaptation). Interventions designed to reduce greenhouse gas emissions that can be financed over the long term are to be developed together with relevant ministries, the private sector, academia and civil society. The project also serves as an interface for all projects in Viet Nam that are financed through the International Climate Initiative (IKI) and supports knowledge exchange and synergies across them. The VN-SIPA project focuses on five areas:

- (1) Advice to MONRE on NDC development and implementation in line with national circumstance and the international context;
- (2) Support for the set-up of an institutional framework for implementing the Paris Agreement and integration in sectoral strategies;
- (3) Development of bankable mitigation and adaptation actions as a contribution to achieve Viet Nam’s climate targets as stated in its NDC;
- (4) Implementation of ecosystem-based adaptation measures in two provinces with scaling up potential to achieve Viet Nam’s climate targets as stated in its NDC;
- (5) Operation of the “IKI interface” for Viet Nam with the aim to connect all projects in Viet Nam funded by Germany’s International Climate Initiative and to inform them about ongoing climate policy processes.

For the VN-SIPA project we are looking for local professionals to fulfill the following three positions:

## **Position Nr. 01: Liaison Project Officer**

Duty Station: Hanoi, Vietnam

Duration of Assignment: ASAP until July 2024

### **Main responsibilities**

- Provide strategic guidance and contribute to the development of the vision and strategy of the VN-SIPA project;

- Liaison to and with the Project Steering Committee, Project Implementation Team (PIT) particularly among the Focal Point Persons from related line ministries/ provinces as well as respective facilitation of the cooperation;
- Represent the projects in various fora as requested;
- Collaborate closely with the facilitators for COP 26 implementation
- Support PIT and GIZ in developing the TORs for project activities;
- Support the Department of Climate Change (DCC), MONRE and GIZ in implementing tasks related to joint project activities such as preparation of annual work plans, reporting and M&E;
- Support DCC and GIZ in fulfilling the reporting requirements in line with the existing regulation of Vietnam;
- Support research and study activities on relevant climate change topics that will benefit the further development and innovation of the joint project activities as well as that of the long-term development of the VN-SIPA project;
- Facilitate the communication and cooperation between PIT and GIZ with regard to the implementation of the German ODA-funded technical cooperation projects;
- Ensure and maintain close and effective cooperation among PIT members, cooperation between PIT and project implementation team, as well as cooperation with international/ national experts and project partners;

### **Minimum Requirements**

- Degree in Environment, Political Sciences, or Economics
- At least 8 years of experience in the climate change sector
- At least 5 years of experience in international project setting, project management and preferably experience with ODA projects
- Profound knowledge of the Vietnamese policy process and the institutional setting ;
- Sound knowledge of the national and international public and private financial institutions and their financing mechanisms and instruments regarding climate financing would be an advantage;
- Excellent written and oral communication skills in English, with analytical capacities and ability to synthesise relevant findings;
- Excellent command of MS Office and good working knowledge of modern telecommunication systems.
- Excellent self-management and coordination skills;
- Creativity, proactivity and proper initiative towards the results of the programme;
- Excellent ability to share knowledge and experience, a good team player;
- Demonstrated ability to work and produce - sometimes under high pressure - high quality outputs;

### **Position Nr. 02: Project Officer**

#### **“PR/Coms and Knowledge Management”**

Duty Station: Hanoi, Vietnam

Duration of Assignment: ASAP until July 2024

### **Main responsibilities**

#### **IKI Interface**

- Contributes to the development and publication of the quarterly IKI newsletter for Viet Nam, including liaising with the implementing organizations of the International Climate Initiative (IKI) in Viet Nam, and transfer of contents into the content management system
- Supports the conceptualization and organization of workshops, events and conferences for the IKI implementer community in Viet Nam
- Supports the development of new online and offline formats for knowledge exchange among the different implementing organizations

- Supports the annual IKI Viet Nam conference bringing together the implementing organizations, political partners and commissioning ministries of the IKI projects
- Maintains the implementer database

### **PR & Communication**

- Supports the development and implementation of communication strategies for the VN-SIPA project and acts as the PR focal point.
- Supports the communication related tasks of workshops, events, field trips, journalist visits, campaigns
- Assists in the preparation, design, production and dissemination of communications materials such as fact sheets, policy briefs, success stories, videos, technical reports, presentations, event-related materials, giveaways and others
- Prepares terms of reference for consultants and concept notes related to communication products and activities
- Follows up on progress, delivery and quality of the outsourced communication products and activities as assigned
- Maintains and updates social media pages and project websites
- Ensures gender equality and proactively seeks to make a positive contribution to women empowerment in communication concepts, processes and products
- Contributes to online knowledge management platforms of GIZ
- Provides support in translation of communications materials when needed
- Monitors print and online media and produce press clippings
- Assists in preparing press releases and event press packages

### **Minimum requirements**

- University degree in media, communication, marketing or similar
- Certificates for courses in using graphic design software
- Two years working experience in different aspects of communication, e.g. development of target-group oriented communication material (printed and multimedia), corporate branding, event organizations, social media
- Initial experience in international and technical development cooperation relating to climate, energy natural resource management, forestry, biodiversity or environmental education
- Working experience use graphic design software and/or film editing software (e.g. Adobe Photoshop, Adobe Premiere, Adobe InDesign, Adobe Lightroom and others)
- Experience with Wordpress and other Content Management Systems
- Creative thinking and excellent communication skills
- Very strong English & Vietnamese writing skills
- Strong organizational and analytical skills
- Willing to take on responsibility, work independently and travel to project sites for work if necessary
- Constructive team player in multi-cultural environment

### **Position Nr. 03: Junior Project Officer “Climate Change”**

Duty station: Hanoi with possibility to traveling in-country and abroad  
Duration of Assignment: ASAP until July 2024

### **Main responsibilities**

- Assist the project management in achieving the project's objectives;
- Support the conceptualization and implementation of institutional capacity development measures (workshops, trainings, study tours, etc.);
- Assist the project management to coordinate and communicate with the political partners (ministerial and provincial levels and line agencies);
- Assist the project management to provide technical advice on climate policy (NDC, MRV, etc.) to MONRE and other government partners of the project;
- Support the management of national and international consultants;
- Assist the communication and inter-ministerial exchange between MONRE other relevant line ministries regarding NDC and other climate policy related matters;
- Support and contribute to the M&E system of the project, prepare reports and presentation material.

### **Minimum requirements**

- Master degree in environment economics, environmental engineering, international economics or other related academic subject;
- Minimum 2 years' professional experience;
- Expertise in diverse environmental topics, especially related to climate change mitigation;
- Working experience in development cooperation and/ or in the Vietnamese public sector would be an advantage;
- Excellent communication and strong interpersonal skills;
- High level of oral and writing skills in English;
- Good working knowledge of telecommunication systems (phone, fax, e-mail, internet) and computer applications (e.g. MS-Office);
- Service orientation and proactive working style;
- Team work ability, dynamic, self-motivated character and interest in development work.

**Successful candidates will enjoy good working conditions with a friendly and creative working environment, open corporate culture, 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 **10<sup>th</sup> June 2022**.

**Note:** Please state the following in the subject line or on the envelope if you wish to apply one of the three positions:

- 1. Position No. 01: "Application to Liaison Project Officer – SIPA"**
- 2. Position No. 02: "Application to Project Officer "PR/Coms and Knowledge Management"**
- 3. Position No. 03: "Application to Junior Project Officer – Climate Change"**

The short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please access [Career Opportunities: GIZ Viet Nam](#) to download the GIZ Application Form.

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