

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 and additionally in the area of Macroeconomic Reforms / Green Growth. For further information please visit our website: www.giz.de/viet-nam.

GIZ Country Office in Viet Nam is looking for a local qualified candidate to fill the following position:

Junior Administrative Specialist

Duty station: Hanoi

Duration: ASAP for 2 years contract with possible extension

Main responsibility:

- Provides support and advice on the process of visa, Temporary Resident Card (TRC), Official Development Assistance (ODA) certificate, work permit exemption, etc.
- Manages the centralized flight ticketing process (e.g. checking the email inbox, processing all requests from projects in collaboration with the service provider, managing payments)
- Supports the management of the C&P tender inbox
- Is responsible for customs clearance for the country office and advice on customs clearance for international experts
- Ensures high service quality and at the same time full compliance with rules & regulations
- Acts as deputy for team leader of General Admin and Logistics team in case of her absence
- Performs other related tasks as requested by the management team

Minimum requirements:

- B.A. in business administration or related areas
- At least 2- 3 years of professional working experience in a similar position and in a multicultural environment
- Good ability to cooperate with official authorities (e.g. Immigration Department, embassies)
- High service orientation and strong problem-solving skills
- Motivation, flexibility, reliability and resilience is required in a challenging but cooperative work environment
- Proficiency in using Microsoft Office applications (e.g. word, excel, power point, MS teams)
- Excellent command of Vietnamese and English in writing and speaking; knowledge of German is 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) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **14th October 2022**.

Note: Please state “**Application for the Junior Administrative Specialist_GIZ Country Office**” 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.