

# 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 (MOT, MARD, MOC), 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 Project requires a qualified local professional for the position of:

## **Project Assistant cum Translator (Climate Policy)**

Duty Station: Hanoi

Duration: ASAP with 2 years contract

### **Main responsibilities:**

- Translating correspondences, technical and strategy documents and training materials from Vietnamese into English and vice versa.
- Performing dialogue interpretation in projects meetings and events
- Manage the outsourcing of translation services and taking charge for quality monitoring of outsourced translation assignments
- Participating in the preparation, organisation and implementation of workshops, events, meetings;
- Contributing to a smooth, uninterrupted functioning of the project office, daily operational execution of project affairs incl. logistic support, travel arrangement, contract preparation, filing of documents etc., according to GIZ procedures;

**Minimum qualifications:**

- University degree in Foreign Languages and/or business administration;
- At least 1 - 3 years of professional working experience in a similar position, related experience in environmental and climate change sphere is an asset;
- Good working knowledge of modern telecommunication systems (incl. e-mail, fax and internet);
- Excellent command of relevant computer programs (primarily MS Office);
- Languages: excellent proficiency in written and spoken English, knowledge of German is an asset;
- Demonstrated excellent management and communication skills, incl. communication with international experts;
- Dynamic and self-motivated character.

**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, including 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 **14<sup>th</sup> October 2022**.

Note: Please state “**Application for Project Assistant cum Translator\_Climate Policy**” in the subject line or on the envelop. Short-listed candidates will be contacted within two 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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