



Vacancy announcement

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH support 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 has been working in Viet Nam for more than 20 years. On behalf of the German Government, GIZ provides advisory services to the Government of Viet Nam and is currently engaged in three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy

The Integrated Coastal Management Programme (ICMP) is being co-financed by the Governments of Australia, Germany and Viet Nam to make the coast of Mekong Delta more resilient against climate change. The aim is to support the Vietnamese authorities in preparing the coastal area for a changing environment and to lay the foundations for sustainable growth. The activities were carried out at the national level and in five provinces in the Mekong Delta: Soc Trang, Bac Lieu, Ca Mau, Kien Giang and An Giang.

The programme is looking for a local candidate to fill the following position:

Receptionist cum Logistics Assistant

Duty station: Ho Chi Minh City, Vietnam

Duration: initially until August 2017

Main responsibilities:

- Provide the administrative services, secretarial support, logistics support, travel arrangement, visa arrangement, documents filing, office supplies, equipment management, etc;
- Perform reception services, ensure incoming and outgoing calls are efficient and uninterrupted, welcome guest;
- Intensively participate in the preparation for workshops, events, meetings including the documents, handouts, the tea breaks preparation;
- Perform other duties and tasks at the request of the management.

Minimum requirements

- Certificate/ diploma or similar qualification from a recognised clerical college;
- At least 1 year of professional experience in a comparable position;
- Good organizational skills;
- Good working knowledge of ITC technologies (e-mail, fax, internet, related software) and relevant computer applications (e.g. MS Office);
- Fluency in English, knowledge of German is an asset;
- Careful, hard-working, service-orientated, willingness to up skill as required by the tasks to be performed.

Successful candidates will enjoy good working conditions with a friendly and creative working environment, open corporate culture, competitive benefits and compensation.

Interested qualified candidates are invited to send the application in English, including 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 **6 February 2015**

Note: Please state “**Application for the Receptionist cum Logistics Assistant – ICMP in HCMC**” 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.

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(For further information please visit our website: www.giz.de)