



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. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, Environmental policy and sustainable use of natural resources, and Energy. For further information, please visit www.giz.de/viet-nam.

The regional project “Support to the Initiative for ASEAN Integration” provides support to the CLMV countries (Cambodia, Lao PDR, Myanmar and Vietnam) with respect to selected thematic areas under the ASEAN Economic Community (AEC) Blueprint as well as the Initiative for ASEAN Integration (IAI) Strategic Framework.

The project will cover two intervention areas, namely: i) free flow of services and investment; and ii) mutual recognition arrangements for labour mobility. It will provide technical assistance activities on these two areas, particularly support to enhance the coordination, communication and monitoring of reforms, policy formulation and development of implementation plans, data collection and analysis, platforms for sharing information and experiences, stakeholder fora, and capacity development measures.

The project is looking for the following professional positions:

Project Officer “IAI” (2 positions)

Duty Station: Hanoi, Vietnam

Duration: ASAP until 30. April 2017

Position No. 01:

Main responsibilities:

- Independently managing the assigned tasks to implement IAI project activities in Vietnam in accordance with the agreed project goals and activities in both thematic areas (a) free flow of services and investment, and (b) mutual recognition arrangements (MRA) (in close cooperation with the project management) in accordance with agreements with the superior
- Providing professional advice to partners and cooperating with involved stakeholders
- Innovation and knowledge management
- Communication of innovations and networking to a broad target group
- Integrating results and experience into teamwork and the work of all relevant groups

Minimum requirements

- Masters/MSc in one of the following fields: Business, Economics, Social Science, Tourism, Training and Education or other related fields or relevant job experience in these fields
- At least 5 years' professional experience in a comparable position
- In-depth experience in trade and investment promotion, labour market policies, technical vocational training and education;
- Extensive knowledge of ASEAN, particularly the ASEAN Economic Community (AEC)
- Strong network with the Cambodian public sector and governmental agencies and/or private sector
- Strong communication, moderation and advocacy skills, and ability to adapt to working in different environments
- Ability to travel and work independently
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Position No. 02:

Main responsibilities:

- Support the team leader and other experts to performs technical tasks to implement IAI project activities in Vietnam in accordance with the agreed project goals and activities in both thematic areas (a) free flow of services and investment, and (b) mutual recognition arrangements (MRA) (in close cooperation with the project management)
- Support in coordinating project activities and monitoring and evaluation of the project component
- Carrying out specific research tasks which are required for planning the implementation of projects or programmes
- Carrying out specific tasks in connection with knowledge management for the project

Minimum requirements

- University degree in one of the following fields: Business, Economics, Social Science, Tourism, Training and Education or other related fields or relevant job experience in these fields
- At least 3 years' experience in working with an international development cooperation and familiarity with sustainable development concepts and tools
- At least 1- 3 years' experience in either trade in services and investment, tourism or technical vocational training and education
- Excellent proficiency in the usage of computer software/programs (MSWord, MS Excel, MS PowerPoint, MS Outlook, etc.)
- Excellent command of Vietnamese and English; knowledge of German or any ASEAN language is an advantage
- Initial experience of project management and research experience in an area related to the project's requirements is desirable
- Initial experience in workshop organisation and implementation is desirable
- Excellent organizational skills
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

Successful candidates will enjoy competitive benefits and compensation, a friendly and creative working environment, training and development.

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 **March 21st 2016**.

Note: Please state “**Application for Project Officer – Mobility of Skilles Labour**” 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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