

## **Administrative Officer (3 positions)**

### **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](http://www.giz.de/viet-nam).

The GIZ Energy Support Programme (ESP) is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Vietnam. The programme is mainly funded by the German Government and focuses on Renewable Energy and Energy Efficiency.

The Energy Support Programme (ESP) requires a qualified local professional for three following positions:

#### **Position 1**

##### **Administrative Officer / Finance**

Duty station: Hanoi, Vietnam

Duration: ASAP until 31. March 2019 with the possible extension

##### **Main responsibilities:**

- Implementation and monitoring of the financial accounting system such as budget preparation and monitoring, cash flow forecasting and monitoring, cost monitoring etc. for the assigned projects of energy support programme (ESP) in line with GIZ standard procedures
- Ensuring that the financial services within the programme are carried out in accordance with GIZ financial and accounting guidelines and with standard procedures for project accounting systems
- Effectively coordinating with the technical officers in the various ESP sub-teams as well as with colleagues of the finance section at GIZ country office or finance department at GIZ head office

- Ensuring effective and efficient communication and flow of information within the projects/programme
- Support and deputy other admin officer(s) when required.

**Minimum requirements:**

- University degree or equivalent in a relevant discipline such as finance and accounting, business administration;
- At least 3-5 years of professional working experience in the area concerned; experience in a similar position in a project/ programme in international development cooperation is an asset;
- Strong experience in finance monitoring and budget planning;
- Strong experience in operating accounting software, SAP is an asset
- Full proficiency in information technologies as well as Vietnamese and English;
- Excellent management, communication and interpersonal skills;
- Dynamic, reliable and open-minded character having the willingness to excel and perform on a high-level under pressure and tight deadlines;

**Position 2**

**Administrative Officer / Logistics**

Duty station: Hanoi, Vietnam

Duration: ASAP until 31. March 2019 with the possible extension

**Main responsibilities:**

- Administrative support to the Energy Support Programme, in accordance with the rules and regulations (OuR) of GIZ and/or the GIZ Office in Viet Nam;

- Management of the ESP secretariat;
- Organisation of all logistics for international and local events/workshop;
- Management of adequate project documentation as well as knowledge dissemination; including filing of documents in reference files or in DMS in line with GIZ's filing rules;
- Communication and flow of information within the project/programme and with the GIZ office
- Support to the finance and procurement staff in preparation of documentation;
- Assistance to ESP team members in administrative tasks.

**Minimum requirements:**

- A University Degree or equivalent in a relevant discipline such as finance and accounting, business administration or public administration;
- At least 3-5 years of professional working experience in the area concerned; experience in a similar position in a project/programme in international development cooperation is an asset;
- Strong experience in organizing workshops / trainings in the country and abroad, general administration and especially office management and logistics;
- Proficiency in visa application process is an asset;
- Full proficiency in information technologies as well as Vietnamese and English; good knowledge of German would be a strong asset;
- Excellent management, communication and interpersonal skills;

- Dynamic, reliable and open-minded character having the willingness to excel and perform on a high-level under pressure and tight deadlines;
- Willingness to travel nationally and internationally.

### **Position 3**

#### **Administrative Officer / C&P**

Duty station: Hanoi, Vietnam

Duration: ASAP until 31. March 2019 with the possible extension

#### **Main responsibilities:**

- Manage and monitor all contracts within the Energy Support Programme (ESP), including consultants, consulting companies and other service providers for different projects of the Programme; follow up their respective implementation and monitor respective payments in accordance with GIZ rules and regulations.
- Purchase materials and equipment for assigned project of ESP in accordance with GIZ rules and regulations
- Ensure an effective flow of communication and information within the ESP as well as with colleagues of the Contract and Procurement Section of the GIZ Country Office
- Support and back-up other Admin Officers when required

#### **Minimum requirements:**

- A University Degree or equivalent in a relevant discipline such as finance and accounting, business administration or public administration;
- At least 3-5 years of professional working experience in the area concerned; experience in a similar position in a project/programme in international development cooperation is an asset;

- Strong experience in general administration and especially procurement and contracting;
- Full proficiency in information technologies as well as Vietnamese and English; good knowledge of German would be a strong asset;
- Excellent management, communication and interpersonal skills;
- Dynamic, reliable and open-minded character having the willingness to excel and perform on a high-level under pressure and tight deadlines;
- Willingness to travel nationally and internationally.

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 5th February 2018.

Note: Please state

**“Application for the Administrative Officer (Finance) - ESP”**

Or **“Application for the Administrative Officer (Logistics) - ESP”**

Or **“Application for the Administrative Officer (C&P) - ESP”** 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 complete all the information in GIZ Application form with link download

here: <http://bit.ly/2nyiCY6>

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