

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. 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 joint technical cooperation programme “Reform of Technical and Vocational Education and Training in Viet Nam” (TVET Programme) is financed by the German Ministry of Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalids and Social Affairs (MoLISA). The TVET Programme consists of three components:

1. TVET Policy Advice and System Reform
2. Support of Centres of Excellence for TVET
3. TVET for Skilled Workers in the Wastewater Sector

The TVET Programme is looking for qualified national candidates to fill the following **position**:

Translator/Programme Assistant “TVET”

Duty station: Ho Nai, Trang Bom, Dong Nai Province, Vietnam

Duration: ASAP until 31.08.2020 with possible extension

Main responsibilities:

- Supporting the development advisor and other project staff and short-term experts in translation (German/Vietnamese) as well as in verbal and written communication with teaching and management staff of the partner TVET institutes, companies and other partners;
- Supporting the development advisor in providing advice to the partner TVET institutes;
- Providing administrative support for activities implemented within the framework of the Component “Support of Centres of Excellence”;
- Providing support in collecting, documenting and managing data required for monitoring and evaluation of activities implemented with the partner institutes.

Minimum requirements:

- Professional experience in a comparable activity would be an additional asset;
- Very good knowledge of German and Vietnamese spoken and written, Good knowledge of English spoken and written;
- It is desirable to have translating/ interpreting experience in the field of sanitary and air conditioning technology or similar and have experience in the vocational training system;
- Good knowledge of MS Office;
- Good communication and team working skills.

Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.

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 **16th October 2019**.

Note: Please state: **Application for Translator/Programme Assistant “TVET”** – in the subject line or on the envelope. Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please complete all the information in the GIZ Application form with link download here: <http://bit.ly/2nyiCY6>