

# 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 four priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy and 4) Sustainable Economic Development. Gender equality is one of the key values of our company and of the work we do. Fostering gender equality in our project operation and our internal equal opportunity provisions are two strategic pillars of our corporate identity and policy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

The priority area Environmental Policy and Sustainable Use of Natural Resources is covered by the “GIZ Green Cluster”. The Green Cluster currently comprises a total of four thematic areas of climate policy, coast and water, agriculture, biodiversity and forests. The thematic area “biodiversity and forests” includes the Projects: Support to the implementation of the FLEGT VPA (FLEGT), Scaling sustainable forest management and certification (SFM), and the Service Packages. The projects are implemented together with the Ministry of Agriculture and Rural Development (MARD) and the related departments.

The Green Cluster/Forest and Biodiversity is looking for **a qualified candidate** for the positions of:

## Finance and Administrative Coordinator

Duty station: in Hanoi, Vietnam

Duration: ASAP until 31.12.2025, with the possible extension

### Main responsibilities:

- Coordinates and organises effectively the overall admin. services (finance and budget monitoring, procurement and contracting, logistics and events, office running) of the Forests and Biodiversity unit (FOBI) according to specific needs and requirements.
- Oversees and ensures the quality of all administrative services in accordance with GIZ rules and regulations
- Ensures and fosters effective cooperation, communication and coordination among the administrative team, technical team, with the respective projects, the cluster, the country office, the head quarter, and related partners
- Implements and monitors a functioning financial management and accounting system, including financial planning, budget monitoring, contract monitoring and accounting
- Identifies relevant problems, issues and assists in formulating implementation-oriented solutions
- Prepares, executes and follows up on internal controls and external audits
- Provides advice to his/her superior on questions relating to the thematic area and on issues those are relevant to GIZ’s administrative, finance and accounting

### Minimum requirements:

- Master’s degree or University degree in finance, accounting, business administration, economic or similar area.
- At least 5 years’ professional experience in a comparable position
- At least 5 years in an organization of international cooperation preferably in a project / program / or in the area administration and finance.
- Proven in-depth understanding of financial planning and administration
- Very good communication and interpersonal skills.
- Experience in working within international teams.
- Excellent written and oral English language skills; good command of German would be an asset.
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office, Cost Control, Onsite Reporting, Winpaccs, SAP...).
- Dynamic, reliable, self-motivated, service-oriented and able to work under pressure.

**GIZ is committed to create an appreciative work environment, irrespective of age, ethnic background and nationality, gender and gender identity, physical and mental abilities, religion and worldview, sexual orientation, and social background. We ensure human resource processes live up to the diverse competencies and talents of all employees, as well as satisfy our performance expectations.**

**What we can offer to the successful candidates:**

- **Good working environment**
- **Competitive compensation and benefit packages, including the additional health insurance and the 24-hours accident insurance.**
- **And good policy on training and development**
- **Policy on flexible working time**

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 **7<sup>th</sup> October 2024**.

**Note:** Please state “**Application for the Finance and Administrative Coordinator– Forest and Biodiversity**” 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 visit our page [Career Opportunities](#) to download [the GIZ Application Form](#) and further job opportunities. To process your application, we collect and process data from you. You may read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

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