

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; 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.

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 teams in the thematic areas of climate policy, coast and water, agriculture, biodiversity and forests. The thematic area “biodiversity and forests” includes the project “Upscaling of sustainable forest management and certification” in Vietnam (SFM Project).

The project’s overall objective is: “Progress has been made in the transition to sustainable, climate-friendly forest management.” The project is expected to achieve its objectives at the end of the project lifetime in June 2025.

Another project in the thematic area “biodiversity and forests” includes the project “Conservation and management of protected areas that unite different ecosystems (MEPA Project). It is currently under preparation and is expected to start in 2025. Its objective is to improve the regulatory, institutional, and technical capacities for the implementation of an integrated protected area management at relevant authorities and adjacent communities.

Both projects are financed by the German Ministry for Economic Cooperation and Development (BMZ) with counterpart funds from the Vietnamese Government. It is jointly implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the Vietnamese Ministry of Agriculture and Rural Development (MARD).

To support the two above-mentioned projects, GIZ requires a qualified candidate for the position of:

Junior Project Officer in Forests

Duty station: Ha Noi

Duration: Starting December 2024 to June 2027

Main tasks:

- Contributes to the development and implementation of project plans and activities in the relevant working area in close consultation with counterparts.
- Supports the design, preparation and implementation of workshops, seminars and other events in the relevant working area including preparation of materials, logistics in close coordination with the partner and other team members.
- Considers Safeguards- and Gender aspects throughout the working area and proactively fosters positive contributions.
- Contributes content development and implementation of selected activities in line with the projects’ operational plan on the following topics: forestry, forest and biodiversity conservation, forest carbon, forest management planning and policy development.
- Prepares materials in English and Vietnamese and supports with translations and interpretation as required.
- Supports in event management, knowledge management and reporting.
- Supports the compilation of information on the experiences and lessons-learned, analyses and consolidates project results, supports impact monitoring in coordination with partners and under guidance of supervisor/senior colleague.
- Support project monitoring and updates information on project progress, documents and reports regularly on the status of results.
- Performs other duties and tasks at the request of management.

Minimum requirements:

- Master's degree in forestry, ecology, natural resources management or related fields;
- Good digital literacy including knowledge of MS Office (Word, Excel, PowerPoint) and willingness to work with digital tools such as MS Teams for day-to-day work;
- Excellent written and verbal communication skills in Vietnamese and English;
- 2 years of experience in the area of biodiversity conservation and sustainable management of natural resources, forestry, forests and climate change;
- 1 year of experience in international and technical development cooperation related to the forest and climate finance sector;
- Basic knowledge on programme administration, operating procedures, oversight and monitoring;
- Basic understanding of the Vietnamese context related to protected and conserved areas, inland water and marine ecosystems;
- Ability to work effectively as a team member, cooperatively and support other team members, show initiative when required;
- Ability to manage multiple demands and prioritise tasks, trouble-shoot, and to meet short- and long-term deadlines;
- Flexibility and willingness to perform other duties and work irregular hours when required;
- Excellent interpersonal skills, including patience, diplomacy, willingness to listen and show respect for colleagues;
- Commitment, demonstrated knowledge, and understanding of minority groups in Vietnam and gender-related issues;
- Ability to work autonomously and motivate one-self;
- Attention to detail and accuracy.

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 such as contribution of all compulsory insurances, providing with the additional health care, the annual health check-up and the 24-hours accident insurance;**
- **Covering all travel expenses with travel allowances when traveling on business;**
- **And good policy on training and development;**
- **And 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) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **11th November 2024**.

Note: Please state "**Application for the Junior Project Officer in Forests**" 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.