

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

The Commercial and Industrial Rooftop Solar (CIRTS) Project aims to improve the conditions for a sustainable development of the market. Its priorities are the adaptation of the relevant regulatory and technical regulations, the development of key stakeholder capacities, and the improvement of EVN's information base.

The Project "Shifting Investment Flows Towards Green Transformation in Viet Nam (SHIFT)" aims to reduce Viet Nam's greenhouse gas (GHG) emissions in line with low-carbon economic development and the energy transition through policies and investments for enhanced, national climate action, especially in the energy sector. The Ministry of Planning and Investment is SHIFT's lead political partner and facilitates coordination with the main financial market regulators, i.e. Ministry of Finance (MoF), State Bank of Viet Nam (SBV), as well as main energy sector policy maker, i.e. Ministry of Industry and Trade (MoIT). The Project is implemented through a partner consortium of international development agencies, i.e. Agora, SBV Banking Academy, International Finance Corporation (IFC), Netherlands Development Organisation (SNV) and United Nations Development Programme (UNDP).

The project is looking for a local qualified candidate to fill the following position:

## Public Relations (PR) and Communications Officer

Duty station: Ha Noi, Viet Nam

Duration: 01.10.2024 – 31.01.2025

(option for extension after 31.01.2025)

### Main tasks:

With the overall aim to support the Government of Viet Nam to foster and promote the Energy Transition in the country, the PR & Communications Officer will support the various projects of the GIZ Energy Support Programme, in particular CIRTS and SHIFT, in the following areas:

- Conceptual work:
  - Development of professional communication materials for the dissemination of activities and results of CIRTS and SHIFT in various formats, including "conventional" formats such as fact files, reports etc., but also new, innovative and digital formats
  - Development of communication material for events organized by the projects
  - Design and implementation of a communication strategy, together with SHIFT's partners
- Project management and coordination of project activities:
  - Proactive and self-managed workflow organization for PR & Comms activities
  - Recruitment and management of related service providers such as e.g. graphic designers, suppliers, printing companies, etc.
  - Support to the organization of workshops, conferences, training activities
  - Write press releases and develop event press packs in English and Vietnamese

- Close coordination and cooperation with the heads of the two projects
- Communication on technical topics such as Energy Transition as well as Sustainable Finance and Investment
  - Professional communication of project activities and results in various formats and through a range of different communication channels
  - Coordination with partners and stakeholders to advocate for Energy Transition and Sustainable Finance agenda
- Media Networking and Cooperation
  - Establishment and maintenance of a professional media network for dissemination of project results
  - Support press events, press conferences, interviews, field trips, journalist visits, etc.
- Knowledge Management
  - Development of concepts for the effective dissemination of messages and information targeted to relevant stakeholders
  - Development of approaches for cross-sectoral learning, in particular between the financial and the energy sector
  - Development and regular update of the presentation of the projects, including websites, social media
  - Support to the preparation of reports with regards to corporate design, visibility, etc.

The PR & Communications Officer is supervised directly by the Team Leader of the CIRTS project and reports on technical matters to the PR & Communication Coordinator of the GIZ Energy Support Programme.

**Minimum requirements:**

- Minimum of a Master's degree in Communications or related field
- At least 10 years of relevant professional work experience in PR and communications in development cooperation projects
- At least 5 years of work experience with GIZ
- Experience from communication work on topics related to (1) the energy transition, including but not limited to Renewable Energy and Energy Efficiency, and (2) sustainable finance and investment
- Proven experience in planning, execution and monitoring of communication strategies for projects
- Excellent skills of effectively coordinating with diverse stakeholders, including private sector actors as well as governmental agencies
- Excellent understanding of and solid network within Viet Nam's media and press landscape
- Self-driven and pro-active personality with excellent skills to organise him-/herself and to prioritise and structure tasks
- Excellent language skills in Vietnamese and English, knowledge of German would be an asset
- Excellent writing style both in Vietnamese and English
- Excellent command of MS-Office and, in particular professional communications software
- Professional experience in the use of social media

**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](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **15<sup>th</sup> October 2024**.

**Note:** Please state “**Application for the PR and Communications Officer – CIRTS and SHIFT**” 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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