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| 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).

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH advises the Federal Ministry for Economic Affairs and Climate Action (BMWK) on achieving its goals in energy cooperation with the Energy Partnership Program and the International Hydrogen Ramp-Up Program “H2Uppp”.

The Energy Partnerships are one of the central instruments of the German Government's foreign energy policy strategy. The Vietnamese - German Energy Partnership acts as a dialog platform and the first point of contact for bilateral exchange in the energy sector for actors from both countries in politics, business, civil society, and research. The Energy Partnerships Program supports the specialist units in the BMWK in coordinating the processes of the Energy Partnerships in a uniform manner, aligning them strategically, filling them out in terms of content, and achieving a uniform external communication policy as well as political visibility.

The objective of the H2Uppp Project is to seize the opportunities of green hydrogen and Power-to-X by aiming at identifying economic production opportunities, exploring pathways, and supporting the realization of Vietnamese - German project ideas and business models.

The two projects are looking for an INTERNAL, qualified, motivated, and dedicated professional to fill the following position:

**Public Relations (PR) and Communications Specialist**

Duty station: Ha Noi, Viet Nam

Duration: 01.03.2025 – 31.12.2026

**Main tasks and responsibilities:**

1. Conceptual work
   * Develop annual strategic communication strategies that align with the objectives of the Energy Partnership and H2Uppp Project under assigned budget, in cooperation with the local technical team and regional comms team.
   * Produce multimedia content for various platforms including reports, newsletters, social media posts, blogs, videos, and infographics to communicate complex energy issues in a clear and accessible manner on a regular basis.
   * Ensure the consistent and accurate application of branding guidelines in accordance with the respective commissioner’s standards.
   * Monitor and evaluate the effectiveness of communication efforts, including summarizing the project's success stories or impacts, and adjusting strategies as necessary.
2. Management and coordination tasks

* Coordinate with the relevant teams to ensure the effective implementation of the agreed-upon communication strategy (partners, suppliers, technical team and administrator team…).
* Recruit and manage relevant service providers, such as media agencies, graphic designers, production houses, printing companies, and gift companies.
* Initiate appropriate communications ideas to support the organization of workshops, conferences, exhibitions, and training activities for selected target groups on national and international level.
* Write press briefings; prepare press kits (in English and Vietnamese); distribute press materials to relevant target audiences to raise awareness of project activities and outcomes.
* Support the organization of press meetings/ media talks to foster dialogue and collaboration on energy-related topics (when needed).

1. Communication, networking and cooperation

* Communicate project results and impacts professionally and effectively across various formats, regularly introducing innovative approaches.
* Create and manage communication calendars and ensure timely delivery of communication materials.
* Establish and maintain a professional media network for the dissemination of project results and impacts, including proactively building direct relationships with media outlets such as news agencies and independent journalists.

1. Knowledge management

* Develop strategies and concepts (e.g., guidelines, manuals, etc.) for the sustainable dissemination of information to relevant target groups.
* Create approaches for cross-sectoral learning, facilitating the transfer of knowledge and experience across projects.
* Support the preparation of presentation materials.
* Design technical reports and other communication materials ensuring compliance with corporate design standards, visibility regulations of funding agencies, and graphic design requirements.

**Minimum requirements:**

* Master's degree or comparable in the field of PR, Communications, Digital Marketing, or similar
* At least 05 years of relevant professional work experience in communication either in a communication department of a large company or in a developing partner.
* Experience from communication work on topics related to (1) Renewable energy, (2) Green hydrogen and (3) Energy efficiency.
* 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 at both national and regional levels.
* Excellent understanding of and solid network within Viet Nam’s media and press landscape.
* Self-driven and pro-active personality with excellent skills to organize him-/herself and to prioritize and structure tasks.
* Proven regional experience, with the ability to collaborate effectively across multiple countries within the region to support global project initiatives.
* Excellent interpersonal and communication skills and ability to interact with all levels of staff in a professional manner
* Language skills: Vietnamese as a mother tongue; Excellent language skills in fluency in English (minimum of 600 points in TOEFL)
* Excellent command of MS-Office and, in particular, professional communications software
* Professional experience in the use of social media
* A good team player who is willing to take on responsibility and work independently
* Highly motivated to work in a multicultural environment
* Willingness to travel abroad and to project sites across the country

**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 **17th February 2025.**

**Note:** Please state “**Application for the PR and Communications Officer – H2Uppp\_EP**” 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](https://www.giz.de/en/worldwide/109163.html) to download [the GIZ Application Form](https://www.giz.de/en/downloads_els/GIZ%20Application%20Form.doc) and further job opportunities.

To process your application, we collect and process data from you. You may read [Our Data Privacy Notice](https://www.giz.de/en/downloads_els/Data%20Privacy%20Note%20for%20the%20application%20process%20at%20GIZ%20Vietnam-update.pdf), which provides further information on the data we store, and about your rights, before you continue with your application.

**GIZ – YOUR PARTNER FOR A BETTER FUTURE**