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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 have been working with our partners in Viet Nam since 1993 and are currently active in three main fields of cooperation: 1) Sustainable Economic Development and Vocational Training; 2) Environmental Policy, Natural Resources and Urban Development; and 3) Health.

We run projects commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU). We also cooperate with the Australian Agency for International Development (AusAID), the European Union (EU) and KfW Entwicklungsbank.

“Wastewater and Solid Waste Management in Provincial Centres” (WMP) is a programme of Vietnamese-German Development Cooperation. The overall goal of the programme is the enhancement of environmental conditions through the provision of improved wastewater facilities, comprehensive and efficient wastewater management, and gradual changes of community awareness and behaviour patterns.

Complementary to a Financial Cooperation module, the German Government has committed a Technical Cooperation (TC) module through the German International Cooperation (GIZ) that provides advisory services to the Ministry of Construction (central level), provincial governments (provincial level) and service providers (local level) in the field of wastewater and solid waste management. The Programme is structured into three components to address each level of intervention.

The Programme locations are Bac Ninh, Hai Duong, Nghe An, Hoa Binh, Lang Son, Son La, Can Tho, Tra Vinh, Soc Trang.

The Wastewater Companies in these locations will receive training on Operation and Maintenance of their sewer systems, pump stations, centralized and decentralized treatment plants, both in theory and practice. A German Wastewater Engineer and experienced Treatment Plant Manager will carry out these trainings, applying state-of-the-art knowledge and methods. The training will require very frequent travel by air and road all over Vietnam, fitness and willingness to travel therefore are prerequisites.

The position will be challenging but will also provide the technical assistant with deep insight into the wastewater scene in Vietnam as well as unique chance to learn all about modern technologies.

We are now seeking a qualified Vietnamese national for this full-time position of:

**Programme Assistant**

**Duty Station: Hanoi with very frequent travel to 9 provinces of the Programme**

Expected Start: **July 2013**

Duration: **Until July 2014** with the possibility for 1 year prolongation until 2015

**Responsibilities:**

The Programme Assistant reports to the GIZ Programme Manager and will work closely together with the Expert Trainer (Development Advisor).

The main responsibilities of the position include accompanying the Development Advisor in all training events on Operation & Maintenance of drainage and sewerage systems, providing efficient and responsive interpretation/translation and explanation, administrative, organizational and logistical services, assisting with the management of day-to-day activities in Hanoi and communications with 9 wastewater management companies participating in the Programme. Specifically, it included the followings:

**Co-training, interpretation and translation**

* Act as an assistant trainer at training courses on operation and maintenance of wastewater treatment plants and drainage & sewerage systems;
* Support in preparation of training materials (including translation) for the training courses;
* Carry out translation of correspondence with partners;
* Act as an interpreter at the meetings with partners, training events, technical workshops or other events as required.

Administrative Tasks

* Coordinate travel and accommodation requirements, plan and make necessary logistical arrangements for the missions to the provinces and ensure meetings, papers, and travel arrangements are managed effectively.
* Coordinate with the partner companies in organization of training courses and workshops in accordance with the plan.

Assistance

* Assist the Development Advisor with communication activities as required;
* Participate in preparing and disseminating relevant publications like reports, manuals, guidelines, training materials, minutes of meetings, etc.;
* Provide the Development Advisor with advice on social and cultural aspects;
* Undertake other appropriate tasks as assigned by the Development Advisor.

**Qualifications and skills required**

* University degree (B.Sc. level or higher ) in Water Supply and Sanitation, Civil Engineering, English as Foreign Language, or other related fields;
* Excellent speaking and writing skills in both Vietnamese and English;
* Strong translation skills;
* Strong organizational and communication skills;
* Proficiency in Microsoft Windows applications, namely Excel, Word and Power Point;
* Good time management skills and display of a high level of initiative;
* Working experience in wastewater and sanitation is an advantage;
* Experience in dealing with foreign agencies and knowledge of the wastewater sector will be an asset.

**Successful candidates will enjoy good working conditions with a friendly and creative working environment, an open corporate culture, competitive benefits and compensation, and good policies of training and development.**

Interested qualified candidates are invited to send their application in English, including copies of relevant certificates and references, either by email or by post, to the following address before **30th March 2013**

# GIZ Office Hanoi

6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam

**Email**: [hr-giz@giz.de](mailto:hr-giz@giz.de)

## Note: Please mention **“**Application for Position of Programme Assisant – Wastewater and Solid Waste Management Programme” on the envelope or in the subject line

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*(for further information please visit our website www.giz.de)*