

Project Officer (CSI)

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. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: Vocational training, Environmental policy and sustainable use of natural resources, and Energy. For further information, please visit www.giz.de/viet-nam.

The project "Enhancing Climate Services for Infrastructure Investments – CSI" is a global project which aims to contribute to using weather and climate services in the process of infrastructure investment planning and risk assessment. The project is being run jointly by the Governments of Brazil, Costa Rica, Viet Nam and the countries of the Nile Basin Initiative, implemented by GIZ. The project also closely cooperates with the German Weather Service (DWD), the World Federation of Engineering Organization (WFEO) and Engineers Canada. In Viet Nam, activities are coordinated by the Ministry of Planning and Investment (MPI) and are divided into four activity areas: The improvement of national weather services; Integration of climate services into investment planning procedures and political decision making; Climate risk assessments (considering climate change) in infrastructure projects; and the international exchange of experiences and knowledge management.

The project is looking for a qualified local candidate to fill the following position of: Project Officer (CSI)

Duty Station: Hanoi, Vietnam

Duration: Starting from 1st June 2017 for a duration of two years with possible extension

Areas of Responsibility:

The Project Officer will support Vietnam's activities coordinated by the Ministry of Planning and Investment (MPI) in conjunction with other national ministries responsible for climate services and information as well as infrastructure in the frame of the CSI project, regarding technical and operational support, process planning, project implementation as well as monitoring and evaluation of results achieved by the project. Besides the national level support in Viet Nam, the Project Officer will exchange with project components executed by the international counterparts in line with the project's objectives and indicators. The technical

advisory of the CSI Project Management Committee in Vietnam which includes MPI, GIZ and other partners will be defined at the beginning of the project.

Main Tasks

- Technical support to the processes of prioritization and implementation of project activities;
- Support the management and coordination of project activities;
- Technical support for the selection processes and execution of pilot projects in Vietnam (Mekong Delta);
- Elaboration of terms of reference for contracting consultancies;
- Technical, administrative and financial follow-up of contracted activities and quality control, as well as reporting;
- Support in the dissemination of results and support the up-scaling of best practices;
- Institutional coordination with national, international and other partner institutions;
- Support to the management of actors involved in the project management and implementation processes;
- Elaboration of inputs for annual/ semi-annual project progress reports;
- Elaboration of presentation and communication materials in coordination with national and international partners;
- Regular participation and active cooperation with GIZ's adaptation team at headquarters and in Vietnam;

Minimum requirements:

- Degree in Engineering (civil, electrical, transport, or related fields) or Post-Graduate degree in Economics, Environmental or Social Sciences
- At least of 3-5 years of working experiences in the following related project areas: infrastructure projects; risk analysis and project feasibility including climate proofing, climate risk analysis and adaptation measures
- Experience in communicating climate information to various target groups and with the public sector

- Experience in organizational change and in project management
- Experience in working with interdisciplinary and inter-institutional teams
- Working experience in the context of international cooperation and knowledge of the work of international cooperation, especially in technical cooperation, as well as a clear understanding of its role and contribution
- Political sensitivity and good analytical capacity
- Good communication, oral and written, and ability to articulate with different actors
- Fluency written and spoken in English
- Proactivity, creativity and flexibility
- Good management skills and high level of efficiency
- Availability for travel inside and outside Vietnam.

Successful candidates will enjoy competitive benefits and compensation, a friendly and creative working environment, training and development.

Interested qualified candidates are invited to send the GIZ Application form in English, including 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 5th May 2017.

Note: Please state “Application for Project Officer (CSI)” 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 complete all the information in GIZ Application form with link download here: <http://bit.ly/2nyiCY6>

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