

# WE ARE HIRING!

Are you interested in working together with a young and energetic team? Are you looking for a challenging and fulfilling role in an entry-level position? If you think you have what it takes and are an individual with innovative ideas and strong interpersonal skills, then we would be glad to receive your application for the position of

## Project Officer

at the Hanns Seidel Foundation Vietnam in Hanoi.

The ideal starting date for the position is **1<sup>st</sup> February or 1<sup>st</sup> March 2021 latest.**

The Hanns Seidel Foundation (HSF) is a German Political Foundation. It is entrusted by the German Parliament with a mandate that lies at the core of the task of promoting sustainable development, democracy and peace worldwide. This mandate involves the strengthening of the relevant institutions and individuals, processes, norms and capacities enabling such development to take place. HSF is represented with project offices in more than 60 countries, implementing more than 100 projects globally.

HSF has been involved in projects in Vietnam since 1995 and in 2010 we opened a Representative Office in Hanoi. We closely work with our Vietnamese partners on international knowledge exchange programs and capacity building initiatives. Our work focuses on three major and interdependent project objectives:

1. Enhancing social inclusion and social security
2. Supporting environmental protection and sustainable policy development
3. Working together with the Office of the National Assembly on legislation and supervision.

The individual we are looking for works under the supervision of the Programme Manager and in close collaboration with the Finance Manager in the administration of project activities focusing on but not necessarily limited to Objective No. 1 and No. 3.

## Your tasks will include but not be limited to:

- Supporting the planning, implementation and monitoring of project activities together with project partners and the Programme Manager;
- Collaborating with project partners and the Finance Manager for the preparation of accounting documents for financial reporting;
- Administrative duties related to the day-to-day management in the office and the implementation of project activities;
- Cash management;
- Working as an interpreter if required (Vietnamese-English and vice versa as required)

## Your profile and qualifications:

- At minimum a Bachelor's degree in administration, accounting, finance, public policy, development, social work, non-profit management, law or related field and/or equivalent relevant professional experience;
- Practical experience (for example through an internship) in the context of planning, implementing and monitoring of project activities;
- Excellent skills in Microsoft Office, Acrobat, and other standard software;
- Excellent interpersonal and communication skills;
- Ability to work effectively as a team member as well as independently, with a high-level of self-motivation and ability to set and meet goals;
- Willingness to constantly learn and work under the guidance of experienced professionals;
- Ability and willingness to travel occasionally in Vietnam and abroad;
- Fluent in both Vietnamese and English (speaking, writing and editing). German language skills are an asset but not required.

We can offer you an exciting position within an international NGO and will provide you with a competitive salary and benefits. Are you interested?

If you can identify yourself with our values and objectives, please apply with a brief cover letter (max. 2 pages) outlining your interest and competence for this position, a comprehensive CV, copies of your degrees and at least 2 relevant references, **latest by 10<sup>th</sup> January 2021**.

Please address your application to Mr. **Michael Siegner**, Resident Representative Vietnam, and send it in a **single PDF file** that includes your full name to **mai@hss.de**. Separate files will not be accepted as an application. Only shortlisted candidates will be contacted for an interview.