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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).

### GIZ Country Office in Viet Nam is looking for a candidate to fill the following position:

**Cleaning and Logistic Support Staff**

Duty station: Hanoi

Duration: 15th May 2025 to 15th December 2025 for 7 months

**Main responsibility:**

* Ensure the maintenance of a clean and orderly working environment of the office area
* Welcome guests, provide tea and coffee for management team as well as visitors
* Deliver and pick-up of mails & packages as required
* Prepare logistics for the organization of all kinds of events held at the office (e.g. refreshment, setup of tables and chairs)
* Purchasing small office items such as coffee, tea, paper, water etc.
* Support the Receptionist in being at the reception desk during the lunch time and/or during her absence if necessary
* Manage the storage room located in the office as well as maintain flipcharts, pin boards and moderation cases in good order
* Arrange parking cards with the landlord for office staff upon request
* Support other sections in term of logistics as requested

**Minimum requirements:**

* Minimum graduation from high school
* At least 2-4 years of professional working experience in a same position and in a multicultural environment
* Be a reliable and careful person
* Be well-organized, proactive and have team spirit
* Ability to communicate with and relate easily to both international and national colleagues
* Ability to work with flexibility and be able to prioritize tasks
* Basic working knowledge of PC and modern telecommunication systems
* Basic command of English in writing and speaking

**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 **13th April 2025.**

**Note:** Please state “**Application for the Cleaning and Logistic Support Staff**” 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.

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