

**The Danish Embassy is looking for a new project officer to support the energy and education projects**

**Position:** Administrative project officer for energy and education

**Type of employment:** Full time, 2 years contract with potential for renewal

**Starting date:** 1 March 2024, or soonest thereafter

**Location:** Danish Embassy in Vietnam, 7th Floor, BIDV Tower 194 Tran Quang Khai Street, Lý Thái Tổ, Hoàn Kiếm, Hà Nội, Vietnam

**Deadline for application:** 18 February 2024. Interviews planned for 22-23 February 2024.

The Embassy is inviting qualified candidates to apply for a position as administrative Project Officer to support the Embassy’s energy team and education project.

**About the Danish Energy Partnership Programme (DEPP)**

Denmark assists Vietnam’s efforts to become a low-carbon economy through a long-term government-to-government cooperation between the Danish Energy Agency and the Ministry of Industry and Trade (MOIT) in Vietnam: the Danish Energy Partnership Programme with Vietnam. The cooperation is centred on capacity building of key government functions and other relevant stakeholders, and takes the shape of regular expert meetings, workshops and trainings, as well as joint analyses and publications.

**Vocational Education Development in Vietnam (VDV)**

The VDV project is a Sector Strategic Cooperation (SSC) project that aims to enhance the quality, relevance, and responsiveness of vocational education in Vietnam related to the green energy transition. This initiative is part of Denmark’s broader commitment to supporting Vietnam’s socio-economic development and green transition. The project involves close collaboration with Vietnamese ministries, educational institutions and national and international industry, focusing on policy dialogue, capacity building, and implementation of best practices and international standards in vocational education.

**The role of the Project Officer**

You will work in close cooperation with the sector counsellors for energy and education and the program manager of DEPP, and assist the projects in administrative, financial and project implementation tasks such as invoicing, administrating the scholarship programme and preparing meetings and missions of experts in Vietnam and Denmark. The position requires excellent English skills and the ability to translate across languages and cultures to support the successful implementation of the projects.

**Main tasks and responsibilities**

1. Project related tasks
	* Manage internal and external stakeholders, especially Vietnamese counterparts.
	* Facilitate project implementation including organizing meetings with key partners, stakeholders and project consultants
	* Provide consecutive interpretation during meetings and translate documents and correspondence;
2. Financial tasks
	* Take charge of all accounting needs of the SSC projects
	* Operate the accounting system “Navision" in connection with SSC projects’ transactions
	* Process bank payments
	* Pursue monthly/quarterly settlement of outlays and debtors’ balance
	* Issue invoices in CRM;
3. Administrative tasks
	* Support during missions and study tours, incl. travel logistics and planning
	* Administer the scholarship programme (calls, applications and interviews)
	* Other administrative and ad-hoc tasks (procurement etc.)
	* Prepare official Embassy letters and communication

**Required qualifications**

* Minimum Bachelor Degree in Business Administration, Economics, International Relations, Foreign languages, or similar field
* At least 1-2 years of relevant work experience, either after or during university studies
* Experience from working in international environment is a plus
* Demonstrated interest in climate policy/green transition/energy sector
* Good communicator with proficiency in English and Vietnamese – both oral and written
* Be able to process complex information and identify most important points
* Have a structured mind-set, strong planning and coordination skills, a high sense of responsibility
* Be able to work independently with strong sense of responsibility and detail orientation within a team of supportive senior colleagues and with multiple stakeholders

**We offer**

* An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
* You will be part of a highly motivated and experienced team of both Danish and Vietnamese colleagues working for the green energy transition and improvement of VET education in Vietnam
* You will build a professional network of stakeholders and partners including international organisations, government institutions, consultants, and private sector
* A large degree of self-dependence and self-management.
* Dedicated and warm colleagues and a family friendly work environment with flexibility to organize a balanced work-family life
* Flexible working conditions

**General provisions**

* Working hours will be 40 hours per week. Employment is on a local contract and based on the relevant legally binding local labour market rules of Vietnam. Salary in accordance with qualifications according to individual agreement
* The tasks to be performed may develop over time, and new tasks may be added to the job. This will in itself prompt neither a revised/new job description nor any changes of the employment conditions or salary. Employees are expected to demonstrate the flexibility required to obtain the most optimal handling of the Embassy’s portfolio. Particularly during vacation times, illness and vacancies such flexibility may be required

**Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to ‘Embassy of Denmark’ at e-mail hanamb@um.dk clearly marked *Administrative Project Officer for Energy and Education,* no later than 18 February, 2024. Shortlisted candidates should expect a personality test and a short written assignment prior to interviews on 22-23 February 2024.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of gender, race, nationality, ethnic origin, religion/belief, disability, age and/or sexual orientation. Kindly notice that only short-listed candidates will be contacted. The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying ([Privacy Notice (um.dk)](https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy)). By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

**Questions**

For any questions regarding the position, please contact Ms. Sharissa Funk, Sector Counsellor for DEPP (shafun@um.dk // +84 091 4932429), Mr. Jesper Blaabjerg Holm, Sector Counsellor for Education (jeholm@um.dk // +84 091 3270373), and Ms. Nhi Le Thi To, Senior Accounts Officer (lltnhi@um.dk // +84 4 39352941) for questions regarding the financial tasks.

**About us**

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Vietnam and Laos. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 40 employees. For more information about the Embassy, see [www.vietnam.um.dk](http://www.vietnam.um.dk)