

# **The European Union Delegation to Vietnam is looking for:**

## **Project Assistant**

### **We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Vietnam, like the other delegations and representations of the European External Action Service (EEAS) in the world, serves the EU by:

- publicising, explaining and implementing EU policy;
- analysing the policies of Vietnam, the country to which it is accredited;
- conducting negotiations according to the mandates given to it;
- exercising powers conferred on the European Union in third countries, by promoting Europe's interests as embodied in the Union policies (such as trade, agriculture and fisheries);
- playing a key role in development assistance.

Beyond these tasks, the Delegation represents the European Union in its relations with Vietnam, and plays an essential part in EU political, economic and commercial relations with the host country, as well as providing information on the policies and institutions of the EU. The Delegation also provides support and assistance to other institutions and actors of the EU, including the European Parliament.

### **We offer**

We offer a post of Project Assistant. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Project Assistant – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff to contribute, under the supervision of the (Deputy) Head of Cooperation, to the formulation, elaboration and implementation of development cooperation programmes and related policy dialogue, particularly in the area of EU engagement with Non-State Actors. He/she will be responsible for the following tasks:

#### **Policy dialogue:**

- support policy dialogue in the areas of responsibility and communicate EU views in exchanges with the Government of Vietnam (GoV), EU Member States, other development partners, Non-State Actors and other stakeholders

#### **Programme/project management:**

- assist in programming, identification and appraisal of programmes/projects with beneficiary institutions
- assist in ensuring timely and effective contracting
- assist in monitoring programme/project implementation, including review and approval of work plans and related documents, undertake field missions to programme/project sites, contribute to conflict resolution as needed, monitor compliance with the practical guide on contract procedures for EU external action,

monitor performance of programme/project managers and implementing partners, assess contractual obligations and performance against agreed work plans, draft terms of reference for mid-term reviews and evaluations

- assist in reporting to EU Headquarters on development cooperation, including on programme/project forecasts, implementation, results and impacts

**Cross-cutting issues:**

- actively ensure communication and visibility on EU and wider Team Europe actions in Vietnam through public relations activities, including the production of information materials, updating the information on development cooperation on the EU Delegation's website, provide information to the public as requested, contribute to newspaper articles and press releases
- foster aid effectiveness of EU co-financed programmes/projects through development partner harmonization and alignment
- contribute to the EU Delegation's internal and external reporting
- contribute to ensuring that cross-cutting issues such as gender, disability, human rights, climate change and migration are mainstreamed in EU development cooperation

**Coordination:**

- coordinate closely with colleagues in the Cooperation and the Finance, Contracts and Audit sections of the EU Delegation on programme/project related issues
- coordinate with colleagues in the Political and Trade sections of the EU Delegation on policy related issues
- actively promote coordination between EU co-financed programmes/projects and those funded by GoV, EU Member States and other development partners

The job-holder can be asked to support other priorities of the EU Delegation as defined by the Head of Delegation and the Head of Cooperation.

He/she will act as an operational initiator within the financial circuits applicable in the EU Delegation and assume all responsibilities attached to this role.

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

**Selection Criteria**

**Minimum Requirements:**

1. Medically fit to perform the required duties
2. Enjoys civil rights and permits for employment under local law
3. Has a relevant university degree
4. Has at least three years relevant working experience in the related field
5. Proficiency in English and Vietnamese, written and spoken
6. Be familiar with Microsoft Office Tools (e.g. Word, Excel, Power Point and Teams)

The following will be considered an asset:

1. Has experience with programme/project management, including project cycle management and logical framework analysis
2. Has experience with Non-State Actors in Vietnam
3. Has experience with international organizations and/or other development partners
4. Has good knowledge of innovative software and media tools

### **How to apply**

Please send your application and supporting documents to [DELEGATION-VIETNAM-VACANCY@eeas.europa.eu](mailto:DELEGATION-VIETNAM-VACANCY@eeas.europa.eu). The package should include a cover letter, a detailed CV, and copy of diplomas/certificates, references (if any).

Only shortlisted candidates will be contacted for an interview and/or written test.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to [DELEGATION-VIETNAM-VACANCY@eeas.europa.eu](mailto:DELEGATION-VIETNAM-VACANCY@eeas.europa.eu).

### **The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview and/or written test if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**The deadline for applications is:** 31 August 2021 17:00