

JOB ANNOUNCEMENT

Position: Programme Assistant

Duty station: Hanoi, Vietnam

Duration: February 2023 till December 2024, extension possible

The Friedrich-Ebert-Stiftung (FES) is a German political foundation, headquartered in Bonn and Berlin. With its Vietnam Office in Hanoi opened in 1990, FES is one of the first international non-profit organisations to work in the country. As a political foundation, we base our work on the principles of promoting democracy, the rule of law and political participation, sustainable development, social justice and international partnership. The close and long-standing cooperation with local partners forms the backbone of FES' work in Vietnam. The Vietnamese partner organisations of FES are central actors in the fields of politics, economic development and political education.

FES seeks to contract a full-time Programme Assistant for the duration from **February 2023 till 31 December 2024. Further extension is possible.** The position is based in the office of FES Vietnam in Hanoi.

RESPONSIBILITIES:

- Preparation, implementation, and follow-up of activities in the FES Vietnam office in collaboration with colleagues, with the focus on labour relations and rule of law projects
- Administrative and financial work in relation with the activities
- Interpretation and translation of project documents, workshop material and other documents
- Accompanying international experts and delegations in Vietnam
- Independent writing of reports on activities
- Editorial responsibility for all online platforms of FES

REQUIREMENTS:

- Bachelor's degree or equivalent in a relevant discipline
- Excellent oral and written communication skills in English; language skills in German are an asset
- Experience in similar position in a project/ programme
- Strong computer skills, especially MS Office
- Organisational and analytical skills, problem-solving skills and ability to produce high-quality results under time pressure
- Willing to take on responsibility, work independently and efficiently and travel for work if necessary
- Flexibility and adaptability

FES offers good working conditions and a dynamic, multi-cultural environment.

Interested qualified candidates are invited to send an application dossier including CV, copies of relevant certificates, references, and letter of motivation in English by email to:

mail@fes-vietnam.org

The deadline for submission of application is **Tuesday, 31 January 2023, end of the day.**

Short-listed candidates will be contacted within 2 weeks after the deadline.