

## TERMS OF REFERENCE

### ACTIVITIES OFFICER / VIETNAM / VETVET PROJECT

Expertise France is looking for an **Activities Officer**, based in **Hanoi, Vietnam** (national position), who will be responsible for implementing project activities and providing operational support for the **VETVET (EU-Vietnam TVET Programme)** in Vietnam. The position holder will work closely with partner colleges and ensure effective delivery of project interventions under the supervision of the Technical Advisor.

#### About the project

Vietnam has made impressive socioeconomic progress with gross domestic product (GDP) growing at an average rate of 8%.

European Union's (EU) bilateral cooperation with Vietnam over the period 2021-2027 builds on the achievements during the period 2014-2020 and focuses on three priority areas:

- Climate-responsive digital circular economy;
- Responsible entrepreneurship and enhanced skills for decent employment;
- Strengthening governance, rule of law and institutional reform.

The 2021-2027 Multiannual Indicative Programme (MIP) for Vietnam addresses critical national challenges while promoting EU's key external engagement priorities, including green and digital transition, decent and inclusive jobs, good governance, rule of law, human rights and institutional reforms.

The EU-Vietnam TVET (VETVET) project, jointly implemented by the German Technical Cooperation (GIZ) and Expertise France (EF), is a five-year action aimed at improving the knowledge and job skills of Vietnam's workforce in alignment with climate change mitigation and green and digital transitions. The project has a total budget of 50.9M€ (BMZ: 10.4M€, EU: 40M€, French MEAE: 0.5M€).

VETVET aims at contributing to improve knowledge and job skills of the labour force for decent employment and entrepreneurship in the framework of climate change mitigation, and green and digital transitions in Vietnam. The project will support up to 30 Vocational Colleges and Technical Schools (5 of which will be directly supported by EF) on the way to being recognized as High Quality TVET centers. The colleges will be selected through a criteria-based assessment and will receive support to enhance their training capacity through modernization of pedagogical equipment, new curricula, programs for teachers and management... GIZ and Expertise France will develop jointly all planned activities, under the supervision of the Ministry of Education and Training (MoET) of Vietnam.

The project has 3 specific objectives:

1. Enhancing governance and coordination among the institutions and stakeholders involved in the TVET sector and the implementation of its policies and strategies.
2. Increasing quality and coverage of skills development programmes for young women and men and other vulnerable groups in their diversity in accordance with national and international labour market demands for climate action and green and digital transitions.
3. Improving recognition of TVET among Vietnamese young men and women and other vulnerable groups in their diversity as a viable educational option in the framework of the green and digital transition.

#### About the role

**Type of contract:** Fixed-term contract (full-time, national position)

**Duration:** 36 months (renewable)

**Duty station:** Hanoi, Vietnam, with regular travel to project provinces

**Starting date:** July 2026

**Line manager:** Technical Advisor

**Internal relations:**

- VETVET personnel
- Finance, Administrative and Logistics staff
- International and national short-term experts
- Other project teams of EF Vietnam portfolio

**External relations:**

- GIZ (in lead of the GIZ-EF consortium)
- EU Delegation (donor) upon to supervisor's request
- Government partners (MoET, DVECT, provincial authorities, etc.)
- Partner vocational colleges supported by EF
- Private sector partners and enterprises

## **Role and responsibilities**

Under the Technical Advisor's supervision, the Activities Officer will be responsible for day-to-day implementation of project activities, maintaining close relationships with partner colleges, and ensuring quality delivery of all interventions according to the annual work plan.

The following list of tasks and responsibilities is not exhaustive, and may evolve according to needs.

### **Project Implementation and Activity Management**

- Implement project activities according to approved annual work plans
- Organize and coordinate training sessions, workshops, and events with quality delivery
- Coordinate with external experts and consultants for mission delivery
- Prepare activity implementation plans, schedules, and procurement documents
- Support development and translation of training materials
- Maintain training database and evaluate effectiveness

### **College Support and Follow-up**

- Act as primary contact point and relationship manager for assigned partner colleges with regular field visits
- Support colleges in implementing green and digital transformation interventions and enterprise partnerships
- Document challenges, progress, and propose solutions

### **Technical Support**

- Support development of policy briefs, concept papers, and strategic documents related to TVET sector
- Contribute to annual project plans, activity proposals, and implementation strategies
- Conduct research and analysis on TVET sector developments and policy trends
- Support strategic communication and advocacy initiatives

### **Administrative and Reporting Support**

- Prepare regular activity reports and contribute to monthly/quarterly progress reports
- Maintain project documentation and filing systems (physical and digital)
- Support data collection for monitoring and evaluation

### **Communication and Knowledge Management**

- Document project activities through photos, videos, and success stories

- Support communication activities at college level and contribute to social media content
- Organize learning events and best practice sharing sessions
- Maintain project database and contact lists

## About you

### **Professional competencies and experiences:**

- Bachelor's degree in education, international development, economics, or related field;
- Minimum 5 years of experience in project implementation TVET sector;
- Experience working with vocational education institutions and government agencies is a strong advantage
- Good understanding of Vietnamese TVET system
- Demonstrated experience in organizing training and capacity building activities
- Good understanding of Vietnamese (vocational) education system
- Experience with international development projects preferred
- Knowledge of EU procedures and visibility requirements is an asset
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Basic knowledge of project management tools

### **Behavioural competencies:**

- Excellent organizational and time management skills
- Strong interpersonal and communication abilities
- Problem-solving skills and ability to work independently
- Cultural sensitivity and diplomatic skills
- Attention to detail and quality focus
- Flexibility to work in demanding environments and adapt to changing priorities
- Service-oriented mindset with focus on supporting partners
- Ability to work effectively in a multicultural team

### **Language skills:**

- Fluency in Vietnamese (native level);
- Excellent command of English (written and spoken);
- Knowledge of French is an asset but not mandatory.