

JOB DESCRIPTION

HUMAN RESOURCES, ADMINISTRATION AND FINANCE MANAGER VIETNAM / VETVET PROJECT

Expertise France is looking for a Human Resources, Administration and Finance Manager, based in Hanoi, Vietnam (national position), who will play a key role in ensuring the financial management and efficient administrative operations of the VETVET (Vietnam–EU TVET Program). The position holder will oversee budget planning and execution, financial reporting, and compliance with donor and EF procedures. She/he will also supervise administrative and logistical processes, support human resources management for the project team, and contribute to the overall strategic and operational coordination of the EF Hanoi office alongside the Team Leader.

About the project

Expertise France is currently in the process of structuring and establishing a shared country office in Vietnam. This new setup aims to bring together all staff members working across the agency's different projects within a single framework. The focus is on strengthening internal coordination, pooling administrative and technical resources, and harmonizing operational procedures. The establishment of this shared office represents a key step towards greater efficiency and coherence in the implementation of EF's portfolio in Vietnam. It also entails the setup and management of a fully mutualized support team, especially covering the finance, logistics, and human resources functions, to ensure consistent practices and an efficient collaboration across projects.

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 Vietnam-EU 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 MoFA: 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 35 Vocational Colleges and Technical Schools (5 of which will be directly supported by EF) on the way to being recognized as High Quality TVET centres. 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: 1 year (renewable up to 5 years)

Duty station: Hanoi, Vietnam

Starting date: February 2026

Line manager: VETVET Team Leader

Line management up to 5 Administration, Logistics, Finance Officers and HR officers (based in Hanoi)

Internal relations:

- EF HQ team;
- Operational and technical 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 the Team Leader's request
- Government partners (MoET, DVECT, provincial authorities, ministry of Finance and other relevant government financial institutions)
- Partner vocational colleges supported by EF
- Banks, as well as other financial stakeholders involved
- AFD

Role and responsibilities

The Administration and Finance Manager will ensure the financial management, efficient administrative operations, and full compliance of the VETVET project with EF and EU rules. Based in Hanoi, she/he will supervise the finance and admin team, provide strategic and operational support to the Team Leader, and contribute to the coordination of the EF office in Vietnam.

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

1. Contract and financial management

- Oversee the project's contract, grant, and financial management systems, ensuring full compliance with EU, GIZ, and Expertise France procedures.
- Maintain a robust archiving and documentation system (digital and physical) to guarantee transparency, accessibility, and audit readiness.
- Ensure financial planning, forecasting, and budget monitoring in line with project implementation plans and donor requirements.
- Supervise the project and partner grant budgets management, identify variances, and propose corrective or preventive measures.
- Consolidate, validate, and submit accurate and timely financial in close collaboration with the technical team for the narrative report.
- Monitor and strengthen financial procedures, internal controls, and risk mitigation mechanisms to ensure accountability and prevent financial losses.
- Manage relationships with banks and financial institutions, ensuring liquidity, cash-flow control, and secure fund management.
- Prepare and facilitate internal and external audits, ensuring accuracy and completeness of supporting documentation.

2. Administration and human resources

- Contribute to ensure an efficient and compliant administrative environment for the Hanoi office.
- Guarantee compliance with local administrative, tax, and labor regulations, including VAT exemption and project registration requirements.
- Supervise HR processes in close collaboration with the HR officer.
- Supervise implementation and participate to communicate clear HR and administrative procedures, ensuring staff understanding and adherence in collaboration with the Team Leader and the HR officer

3. Logistics, procurement and asset management

- Control that all procurement and logistical operations comply with EF and EU procedures, guaranteeing transparency, efficiency, and value for money.
- Supervise procurement planning with technical teams, and supervise acquisition and management of project assets, inventory, and service contracts.
- Support the implementation of security and safety protocols, ensuring staff awareness and adherence.

4. Team management and coordination

- Lead, supervise, and provide technical guidance to the Admin/Logistics/Finance/HR team, ensuring effective task distribution and performance management.
- Strengthen team capacity through coaching and mentoring.
- Maintain close coordination with implementing partners on financial, administrative, and logistical aspects.
- Ensure regular communication and reporting with the Team Leader, EF HQ, and donors on compliance, reporting, payments, and audits.
- Contribute actively to project steering and coordination meetings.

About you

Professional competencies and experiences:

- Relevant university degree in Finance, Accounting, Business Administration, or related field.
- A minimum of 8 years of experience in financial and administrative management positions within international cooperation or development aid, preferably for public agencies or bilateral/multilateral donors.
- Strong leadership and team management skills, with demonstrated experience in building, supervising, and mentoring.
- Proven experience managing large and complex grants or projects (above 5M€). Ideally under EU funding.
- Experience with Expertise France's tools and procedures is a strong asset.
- Strong financial analysis, budgeting, and reporting skills, including preparation and review of donor financial reports and budget forecasts.
- Demonstrated capacity to develop, implement, and monitor internal control systems, ensure compliance, and support audit readiness.
- Solid experience in team management, including supervising and coaching administrative and financial staff, fostering a collaborative and results-oriented working environment.
- Strong understanding of administrative, HR, and logistics processes in an international context, including familiarity with local labour, tax, and procurement regulations.
- Proven ability to build and maintain institutional relationships with national authorities, donors, and implementing partners.
- Excellent planning, organizational, analytical, and communication skills, with a proactive and solution-oriented approach.
- High level of integrity, confidentiality, and professional ethics.
- Full command of standard computer applications (Microsoft Office, in particular Excel); familiarity with accounting and financial management software is an asset.

Behavioural competencies:

- High degree of initiative, autonomy, and pro-activity;
- Strong teamwork capacity and advanced people skills;
- Advanced organisational skills, problem-solving skills, attention to detail, and ability to multitask;
- Planning and delivering results;
- Managing resources to optimize results;
- Communicating with impact and respect.

Language skills:

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

ApplicationDocuments to be provided:

- A CV
- A cover letter
- Three business references including email and telephone contacts

Candidates interested in this opportunity are invited to submit their application as soon as possible. Expertise France reserves the right to pre-select candidates before the recruitment closing date.

Only shortlisted candidates will be contacted for an interview.