

The German Foundation for International Legal Cooperation (IRZ) was established as a registered association in May 1992 on the initiative of the German Federal Ministry of Justice. On behalf of the German government, it supports partner states in Eastern and South-Eastern Europe, (Central) Asia, the South Caucasus, the MENA region and Africa in reforming their legal and judicial systems. The aim of these legal consulting services is to promote the rule of law and market economy structures in the partner states. In the field of legislative advice, the project work concentrates on the preparation of expert opinions on draft laws, expert discussions with corresponding partner institutions from the justice sector and, in the field of training and further education on the organization of seminars, lectures, internship programs, working visits and expert discussions both in Germany and in the partner countries (www.irz.de).

The IRZ Asia Section is looking for a freelance contractor with residency in Vietnam to support its activities in the Socialist Republic of Vietnam

Freelance Professional Vietnam

(m/f/d)

Activities include the following:

- Support in the preparation and implementation of events in Vietnam as well as in the issuance and distribution of publications
- Maintaining contact with local cooperation partners
- Monitoring legal developments in Vietnam and writing short reports for internal use
- Administration of IRZ project funds (recording of all incoming funds and expenditures, preparation of advance financial statements etc.)
- Local contact person for both Vietnamese authorities and IRZ partner institutions

This results in the following **requirements profile**:

- Good written and oral Vietnamese language skills
- Good English language skills are required; German language skills in writing and speaking would be an asset
- Good social skills, attention to detail, flexibility, creativity and interest in the activities described are required
- Legal knowledge and good knowledge of Vietnamese institutions are required
- Experience in event management and working in scientific or other public institutions are an advantage, as well as experience in the publication and distribution of scientific publications
- Experience in cooperation with German institutions or knowledge of the work of German institutions as well as previous stays in Germany are an advantage

Place of activity is Hanoi and occasionally other cities in Vietnam.

The activity is remunerated on the basis of performance (work completed by the hour). The hourly rate is determined according to qualification in coordination with the German Embassy.

Please send your solid and complete application documents (motivation letter, CV, certificates, references) in English (or German) language until **May 29, 2020** – exclusively in electronic format to: schmeink@irz.de.