

Internal /External Announcement

GIZ –InS TAU-Support to criminal Justice Reform in Ethiopia (EU Funded)

Announcement Number 005/24

Post Title - Junior Project Manager/Project Manager

Required No. - One (1)

Duty Station - Addis Ababa

Application Deadline - 13 December 2024

Date Issued - 05 December 2024

Type of Contract - Maternity leave cover with the possibility of extension

Field of activity

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, a German development agency, is seeking a motivated individual to support the ongoing success of the EU-funded programme "Support to Criminal Justice in Ethiopia" and its Technical Assistance Unit (TAU). The role encompasses project management, stakeholder coordination, reporting, and oversight of project implementation in accordance with European Union (EU) guidelines and GIZ standards.

Start of Assignment: 15 December 2024

End of Assignment: 31 May 2025, with the possibility of extension (as this position serves as maternity leave cover)

Key Responsibilities and Duties:

1. Stakeholder Engagement and Coordination:

- Liaise with project stakeholders and identify opportunities for collaboration with justice sector institutions as required by the Team Leader.
- Organize and coordinate Project Steering Committee meetings, including preparing agendas, issuing invitations, and recording minutes.

2. Project Reporting and Documentation:

- Develop progress reports, needs assessments, and studies, providing comparative knowledge as required.
- Draft reports on project activities and workshop outcomes, ensuring alignment with expected outputs and outcomes.
- Prepare and monitor project timelines, reporting requirements, and delivery milestones, addressing risks and issues with the Team Leader.
- Document and file reports and outputs in accordance with GIZ filing rules.

3. Project Coordination and Implementation:

- Support the coordination and implementation of direct grant activities.

- Organize workflows and backstopping processes, ensuring effective collaboration with procurement, finance, and administrative teams.
 - Develop terms of reference for engaging Non-Key Experts.
 - Supervise and support TAU procurement needs, adhering to EU and GIZ rules, including incidental expenditure.
 - **Manage the incidental expenses budget, including preparing financial forecasts, managing contracts, and reporting on the use of funds.**
 - Provide input and update accurate data for monitoring and evaluating project activities.
- 4. Communication and Visibility:**
- Manage TAU communication and visibility activities in accordance with EU guidelines, working closely with Communication and Visibility Non-Key Experts.
 - Support national stakeholders in developing their Communication and Visibility plans.
- 5. Event and Resource Management:**
- Organize workshops, training sessions, study trips, and other project events in collaboration with GIZ administrative services.
 - Identify and mobilize short-term Non-Key Experts.
- 6. General Team and Operational Support:**
- Provide operational and administrative support to the Team Leader and Senior Project Manager.
 - Ensure effective processes for a team of international and local experts.
 - Follow up on time sheets in coordination with the office manager.
- 7. Other Responsibilities:**
- Address additional tasks assigned by the Team Leader and/or Line Manager to facilitate successful project management.
 - Assist with business development and broader implementation issues as needed.
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Qualifications and Requirements:

Education:

- A minimum of a bachelor's degree in law, Public Administration, Political Science, Development Studies, Business Administration, or a related field.
- A master's degree is preferred.

Experience:

- At least 3 years of professional experience in project management, coordination, or a related field.
- Experience with international organizations, justice sector reforms, or EU-funded projects is highly desirable.
- Familiarity with GIZ guidelines, EU processes, and the justice sector is an advantage.

Skills and Competencies:

- Strong organizational, communication, and interpersonal skills.
- Ability to perform effectively under pressure while communicating across multiple levels of management.
- Demonstrated ability to manage multi-stakeholder coordination and workflows efficiently.
- Previous project management experience is an advantage.
- Proficiency in drafting reports, developing terms of reference, and managing visibility activities.
- Excellent digital literacy skills, particularly with MS Office applications.
- Experience in monitoring, evaluation, and data analysis to track project outcomes.
- Fluency in English and Amharic (written and spoken) is required.

How to apply:

Please send your full application to: insethr@giz.de before the application deadline.

Your application must include the following documents:

1. Your most recent and up to date CV (max. 2 pages).
2. Your cover letter, mentioning the position title for which you are applying in the document title (max. 1 page).
3. At least 2 nominated supporting references with contact details.

All documents should be merged into a single PDF file and should not exceed 3MB in size.

Due to the usual high volume of applicants for GIZ positions, only short-listed applicants will be contacted. Late submissions or incomplete applications will not be taken into consideration.

GIZ is an equal opportunity employer!