



Vacancy Announcement #136/2024

Junior Finance Specialist_ Djibouti National position

GIZ Djibouti Office

Contract duration: 31.12.2026

Application deadline: 02.12.2024

Duty station: Djibouti

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development. We work to shape a future worth living in over 120 countries around the world.

The GIZ Office in Addis Ababa oversees projects in Ethiopia and Djibouti where GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Ministry of Nutrition and Agriculture (BMEL) and other commissioning parties.

The finance department of GIZ Country office Addis Ababa ensures that all financial transactions for are executed and reported timely, correctly, and according to GIZ's rules and regulations. It is also responsible for insuring smooth fund flow from the GIZ country office to programs and projects. The department oversees handling the opening, closing and signatory adjustment of bank accounts. It also liaises with HQ and recipients of financial agreements concluded in Germany in terms of effecting installment payments, follow-up settlements and report to headquarter.

The Finance department seeks a Junior Financial Specialist who has a minimum of one year experience with finance educational background.

Please submit your application letter and CV in English.

Responsibilities and Duties

Core Task

In your role you deal with the matters and job orders assigned to you after prior consultation with your line manager. You make yourself available to answer enquiries related to issues that fall within your assigned thematic area, where applicable in consultation with experienced specialists.

You support the correct processing and monitoring of all payment flows and help to ensure the supply of funds, and support the administrative work related to financial management. You deal with the matters and job orders assigned to you with due regard for all the legal, contractual,



socio-political and corporate policy requirements and the instructions of your line manager and follow up the processing and fulfilment of those tasks.

In consultation with experienced specialists, you draw up analyses for internal customers and assist in drawing up monthly/quarterly reports. Working with experienced specialists, you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

You provide support for knowledge management and ongoing process development in your area of responsibility. You also prepare and share documentation.

You perform the tasks assigned to you by your line manager, where required.

Responsibilities

- Supports in the Internal coordination functions within the Finance Department.
- Effectively coordinating with the staff of the finance team

Tasks

- Responsible for all invoice checking and ensure arithmetical correctness of the invoices.
- Prepare payment vouchers, analyse accounts, and support it with the relevant documents.
- Record invoice checking details in SAP and reduce Obligos.
- Responsible for follow up of unsettled items and ensure it's on time settlement.
- Responsible for voucher scanning and upload it in the cloud.
- Responsible for any administrative tasks as required.

Internal Control

- Complies with GIZ Process and Rules and the GIZ Ethiopia/Djibouti National Personnel Policy.
- Supports in the provision of required vouchers during Audits in the Country Office

Required qualifications, competences, and experience

Qualifications

- Completion of University Degree in Accounting and Finance or similar fields.

Professional experience

- University Degree with not more than one year in similar occupations.

Other knowledge, additional competencies

- Fluent in English language both in speaking and writing, German language is preferable.
- Good working knowledge of ITC technologies (E-mail, internet, and computer applications such as MS Office)



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via hreth@giz.de.

Note:

Please make sure you mention the vacancy number and position title '**Applicant full name /Junior Finance Specialist #136/2024**' in the subject line of your email application.

Please submit your application letter and CV in English.

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”

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