

WE ARE HIRING

Job Role: Administrative Specialist
Reports to: Project Manager
Contract Duration: 31.11.2027
Location: Accra

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), a public-benefit federal enterprise working in more than 100 countries worldwide is commissioned by various clients including the German Federal Government, international institutions, governments, foundations, and global enterprises. The International Services department of GIZ operates at the dynamic interface between the private sector and international cooperation. We support companies in implementing the UN Sustainable Development Goals (SDGs) worldwide. We scale successful international cooperation approaches or test innovative methods in familiar local contexts. We offer companies individualized consulting, from idea development to project management and the demonstration of measurable results and impacts. Our portfolio includes projects in agriculture, extractives, education, circular economy, and health, with a growing emphasis on public health approaches. Our clients come from various sectors including food, retail, automotive, mining, and pharma.

Project Brief:

The project AYA Integrated Healthcare Initiative seeks to strengthen the prevention and management of non-communicable diseases in Ghana. In close cooperation with the Ghanaian Ministry of Health (MoH) and Ghana Health Service (GHS) and building on the successful implementation of the Ghana Heart Initiative (GHI), the multi-donor approach focuses on improved and integrated healthcare services for cardiovascular diseases and diabetes type II.

Scope of Role:

The Administrative Specialist is responsible for overseeing of the smooth running of the AYA Integrated Healthcare Initiative office with a focus on administrative, logistic and office management aspects in accordance with agreed quality standards thereby supporting the achievement of the agreed project objectives of the AYA Integrated Healthcare Initiative

Tasks:

- Ensure the quality of outgoing project requests and documents
- Oversee relevant information sharing and exchange between team members and relevant project partners
- Coordinate transportation, accommodation, flight booking and all other travel arrangements for team members, consultants and other project partners as necessary
- Manage confidential files in the areas of finance and administration
- Organise administrative and logistical aspects of project activities including meetings, workshops, events etc. for consultants, visitors, and other project partners
- Support the smooth running of the project office, monitoring availability/stocks of accessories and supplies and reporting damage/defect for repairs and maintenance
- Maintain project filing system in accordance with GIZ procedure with adherence to confidentiality
- Maintain project inventory; project vehicle and logbook/fuel consumption sheet
- Perform other tasks outside the scope of this job description where appropriate and reasonable

Profile:

- Bachelor's degree in Business Administration, Project Management, Public Administration or related area.
- Minimum of five (5) years' professional experience in a comparable position. Previous work in a projectized environment is an asset.
- Very good working knowledge of ITC technologies including MS Office suite and digital communications.
- Results oriented with excellent organisational and multitasking skills.
- Ability to work in a high paced environment with high attention to detail, accuracy and efficiency
- Strong communication (verbal and written) skills, proactivity, adaptability and willingness to create results under pressure.
- Experience with working in multicultural and multisectoral environments, with excellent interpersonal skills and teamwork capabilities.
- Excellent oral and written communication skills in English language.
- Willingness to upskill as required by the tasks to be performed.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to recruitment-ghana@giz.de under the **Job Code 2024/ADM-AYA/18/12 in the subject line**. If you do not hear from us four (4) weeks after the deadline, please consider your application unsuccessful.

GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are

 **Closing date:** 03.01.2025