

WE ARE HIRING

Job Role: Junior Technical Advisor
Reports to: Team Lead
Contract Duration: Until 31.12.2026
Location: Accra



Implemented by:
giz DEUTSCHE ZUSAMMENARBEIT

Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs; and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been active in Ghana in the context of international development cooperation for more than 30 years. GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the Special Initiative “Decent Work for a Just Transition” in Ghana. Due to the constant growth of Africa’s population (population doubles to 2.5 billion people by 2050), the continent needs 20 million new jobs annually. This goal is only achievable in cooperation with the private sector.

Scope of Role:

The Junior Technical Advisor will be assigned to the Ghanaian SME component of Invest for Jobs and would support with project development and management activities of the Unit.

Tasks:

- Support in the design and implementation of projects in Ghanaian SME component of Invest for Jobs.
- Support with the preparation of technical project documents such as concept notes, terms of references, memoranda of understanding (MOUs), workplans, etc for project implementation.
- Support with the preparation of contract documents for the various projects in the component.
- Support in the administrative work of assigned and other project implementation activities of the team.
- Support the design and preparation of workshops, seminars and other events.
- Support preparation of presentation materials for external and internal use.
- Support regular engagement and management with partner institutions and relevant stakeholders.
- Contribute to the reporting and knowledge management of Invest for Jobs.
- Support with the monitoring & evaluation of ongoing interventions within the component.
- Carries out specific research tasks which are required for planning the implementation of projects or programmes.
- Compiles the relevant information for joint activities and assignments.
- Assists short-term experts assigned to projects in completing their tasks.
- Contributes to thoughts on overall strategic direction and approach, primarily through programme level planning and learning processes.

Profile:

- A Bachelor’s degree in development-related Economics, Management, Social Sciences, Project Management, Development Studies, or other related fields from a recognized educational institution.
- Initial experience in the area of SME development, T-VET & Skills Development or private sector cooperation and development.
- Knowledge and experience in the application of Microsoft Office and related software
- Profound analytical and conceptual skills, strong communication skills Strong interpersonal skills with the ability to work in a multicultural environment
- Motivated team player with an organized, systematic, proactive, detail- and goal-oriented work approach
- Excellent command of the English language (written & spoken)

How to Apply:

Interested and suitable applicants are to forward their Curriculum Vitae (CV) and a one-page cover letter stating their motivation to the position and added value to the project to recruitment-ghana@giz.de quoting the **Job Code 2025/JTS-SIJOBS/14/03** in the subject line. If you do not hear from us two (2) 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 encouraged to apply.

 **Closing date:** 31.03.2025