

# WE ARE HIRING

**Job Role:** Office Manager  
**Reports to:** Team Lead  
**Contract Duration:** Until 31.12.2026  
**Location:** Accra



Implemented by:  
**giz** DEUTSCHE ZUSAMMENARBEIT  
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 office manager assists management and the team in the smooth running of the day-to-day operational activities of the project

## Tasks:

- Assist in the organization of events, meetings and workshops and support with corresponding documentations within the project.
- Assist Project Managers in coordinating and monitoring the implementation of projects with partners.
- Assist Project Managers in the preparation of the project completion and evaluation reports.
- Support with administrative procedures for Project Managers with regards to Travel Requests and Events.
- Handle the purchase and maintenance of office equipment and supplies, ensuring the office is fully stocked and operational.
- Manage project inventory in WINPACCS and maintain an organized filing system for all inventory-related documents.
- Coordinate and supervise support staff, including drivers and cleaning personnel, to ensure seamless office operations.
- Lead the planning and coordination of office events, team-building activities, and other cultural celebrations to foster a positive workplace environment.
- Ensure the office environment is clean, safe, and well-maintained by liaising with cleaning staff and overseeing repairs or renovations as needed.
- Assist in the onboarding process of new staff for the project.

## Profile:

- Bachelor’s degree/Technical Vocational Institute Degree in Business Administration or other discipline relevant to the position.
- At least 3 years professional experience in the same or similar role.
- Proficient in the usage of IT products (Microsoft Office Tools, scanner, printer).
- Very good communication skills (verbally and in writing)
- Organized, ability to multitask and excellent interpersonal skills.
- Willingness to train and be trained as required by the tasks to be performed.
- Diligent, goal oriented, proactive, open minded and innovative, team player and ability to perform tasks without supervision. Individual good at spotting opportunities, take **ownership and** can handle cases from start to finish. You have good analytical skills, but you can also work fast and efficiently under pressure.
- Full proficiency in spoken and written English; a working knowledge of German is an additional **asset**.
- Strong interpersonal skills work experience in an intercultural environment is an asset

## 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](mailto:recruitment-ghana@giz.de) quoting the **Job Code 2025/OM-SIJOBS/21/01** 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: 04.02.2025**