

WE ARE HIRING

Job Role: Administrative Specialist
Reports to: Deputy Head of Program
Contract Duration: Until 31. 10.2025 (Subject to renewal)
Location: Accra



Implemented by:
giz Global Infrastructure
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:

Sustainable Employment through Agribusiness– The Sustainable Employment through Agribusiness (AgriBiz) Programme works together with the Ministry of Trade and Industry (MoTI) and the Ministry of Food and Agriculture (MoFA) to improve the conditions for creating productive employment in the agribusiness sector. The Programme strengthens business organisations to better represent the interest of their members and offer professional services. AgriBiz supports processing companies in their business development, introducing technological solutions.

Scope of Role:

The Administrative Specialist will be part of the project “Sustainable Employment through Agribusiness” (AgriBiz) and the Sustainable Cocoa Initiative Programme (SCIP) with focus on overall advisory services on FLP operations, Logistics and event management, office management, administrative support to programme management and other administrative tasks.

Tasks:

- Act as internal advisor on common procedure of FLP operations.
- Assure quality control for outgoing documents for FLP procedures
- Plan and organize project meetings, workshops, and events, handling all logistics, including venue, catering, and materials preparation.
- Offer technical advice on event management, data protection, and related processes to team members.
- Coordinate travel arrangements, including booking flights, accommodations, and transportation for partners and team members
- Act as the primary point of contact for the Commission manager and Deputy Head of Programme, managing schedules, appointments, and correspondence.
- Prepare and organize project documentation, reports, meeting notes, and presentations as needed.
- Oversee daily office operations, including managing office supplies, coordinating maintenance requests, and ensuring a clean and organized workspace

Profile:

- Bachelor's degree in Business administration, management, or related field
- Minimum of 5 years in an administrative or office management role, preferably supporting a project-based team
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management tools.
- High attention to detail and problem-solving abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proactive, adaptable, and resourceful, with a strong focus on efficiency and accuracy.
- Strong interpersonal skills, with a positive, supportive approach to team collaboration.

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 2024/ADM/05/11** 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: 19.11.2024**