
Junior Executive Assistant to the Office of GIZ Country Director
SAP Title: Junior Specialist
(Band 3A)

Main Role:

The incumbent is a key aide to the office of Country Director, in running a smooth operation of the Executive Office, through organized and coordinated work mechanisms, effective problem-solving of day-to-day concerns, and the provision, through the appropriate administration related reports, of critical inputs for management decision.

Reporting Relationship:

The Junior Specialist reports directly to the Country Director and holds office in GIZ Office Manila.

In carrying out his/her role, the Junior Specialist, performs the following major functions/duties:

Major Functions/Duties:

Functional / Technical Operation or Service Delivery – Carries out functional operations or tasks by applying technical or functional expertise through e.g.:

- Providing full secretarial support to the Country Director (CD) and the Head of Finance and Administration (HoFA) in all organizational matters.
- Screening GIZ trunkline phone calls, taking accurate messages, redirecting phone calls to the appropriate department, and dealing with queries from callers and visitors.
- Supporting the preparation of briefings and providing general research support to the CD and HoFA
- Supporting the CD and HoFA in his/her official travels including coordination of transportation requirements, preparation of travel documents and processing of travel claims upon return
- Arranging the logistical needs for GIZ senior visits such as coordination of accommodation and transportation requirements
- Supporting the daily needs of the CD as the need arises such as IT issues, printing and scanning requests, use of GIZ vehicles for official invitations, etc.
- Acting as substitute in the absence of the Executive Assistant of the CD.

Program Support or Functional Expertise Consultation – Coaches or acts as consultant to programs with regards to compliance to GIZ standards, e.g.:

- Supporting the maintaining and updating of the Portfolio Overview, Master Presentation of GIZ Philippines and Pacific Island Countries in close coordination the KMC Adviser
- Serving as resource person in accessing reports and other business documents which are under the custodianship of the CD's and HoFA's office, or other sources to which the searching Program may be directed
- Supporting the filing of all documents from the Country Office which are subject to retention and in line with the company requirements in DMS.

GIZ PH Function Check and Oversight – Provides support for the programs and/or sets up processes or checks in programs, with the purpose of ensuring that functional operations are according to GIZ rules and regulations, e.g.:

- Supporting the checking of travel application for complete information and monitoring travel permissions of international staff under the line management of the CD & HoFA
- Ensuring quality and completeness of documents for the review of the CD & HoFA
- Coordinating with OIC during scheduled absences of the CD

Management of Confidential Corporate Files and Information – Exercises custodianship of confidential corporate documents

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- Supporting in the maintaining GIZ PH strategic business files, specifically those overseen by the CD.
 - Maintaining a high level of integrity and discretion in handling all sensitive and confidential information.
 - Updating of international staff list and visitors list for the German Embassy's information

General Corporate Task – Performs work of other administrative staff and/or other tasks relevant to the job or organization unit when the need arises and participates in working groups and other corporate entrepreneurial or strategy-linked endeavors.

Competency Requirements:

- Expertise in office administration and familiarity with finance and accounting principles and processes
- Excellent command of MS-Office and communication skills in both written and oral
- High attention to details, efficient in organizing service processes and economical in utilizing resources
- Ability to relate with all levels of personnel and with people of diverse cultures
- High integrity and assertiveness in executing rules and regulations
- German language proficiency

Professional Qualifications:

- University degree or formal professional diploma in relevant field: management or business administration, office management
- Working experience in secretarial or executive assistant role