

Salary Band 2A	Office Manager
Reports to:	Country Director
Start Date:	01 September 2024

1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a state-owned organisation. We work worldwide in the field of international cooperation for sustainable development. We offer the experience, the regional and technical know-how of GIZ in the global market and provide international clients with expertise in terms of economic and result-oriented services.

The **GIZ South Africa, Lesotho and eSwatini Country Office in Hatfield, Pretoria** is looking to fill the position of Office Manager who will support the Country Director.

A. RESPONSIBILITIES

- You are responsible to support the Country Director in his functions by providing proactively all necessary secretarial and administrative support.
- You ensure the confidentiality of all related correspondence and communication
- You ensure the uninterrupted workflow for the Country Director.

The Office Manager performs the following tasks:

B. Tasks

1. Secretariat work and services:

- Organises and coordinates the country director's calendar
- Coordinates, plans, updates and notifies the country director of all appointments
- Maintain and Update Contacts, Staff and Project Lists
- Prepares and organises information materials for the country directors' meetings

- Reviews and manages all incoming correspondence (emails, letters) and answers/forwards independently if possible.
- Follows up on correspondence and deadlines
- Answers, reviews, forwards and/or takes calls
- Organizes travels for the Country Director (transport, tickets, hotel bookings)
- Participates in internal and external meetings and workshops and assists with documentation by taking minutes if required.
- Provides professional and service orientated support to Embassy, BMZ, HQ, Partners etc (nationally and internationally) as requested by Management
- Compiles programmes/itineraries of visiting missions and follows up on them
- Organizes workshops and visits (incl. hotel/venue booking, shuttle services/transport, catering, facilitator etc.)
- Compiles, submits and follows up with travel and entertainment claims on behalf of the Country Director.
- Photocopies and scan documents as needed.

2. Office coordination, office management and general coordination

- Coordinates and organises meetings
- Coordinates rooms and equipment required for meetings
- Maintains the stationery and office material for the CD
- Maintain the Organigram of the Office
- Manage regular documents/processes of the Country Director (Quality in Line, Authorizations)
- Receives and hosts all visitors

3. Administration:

- Assists in creating and maintaining a filing system for the Country Director, treats information confidentially, specifically in the areas of personnel and finance
- Initiates and follows up on the procurement of goods and services related to the above-mentioned tasks

C. OTHER DUTIES/ADDITIONAL TASKS

- Performs other duties and tasks at the request of management

D. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

Qualifications:

- Secondary education and certificate in office management or similar area and/or BA in business administration or economics

Professional experience

- 5-10 years' professional experience in a comparable position

Other knowledge, additional competences

- Good working knowledge of ITC technologies (MS Office, MS Teams, Outlook) and computer applications (e.g. MS Office)
- Outstanding management & organisational skills
- Outstanding communication skills with clients, partners and GIZ staff, Team Player
- Confidential handling of all information
- Very good knowledge of English and German (speaking, reading, writing)
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

E. ADDITIONAL INFORMATION

- This position is based in the GIZ South Africa/Lesotho/eSwatini Country Office in **Pretoria, Hatfield.**
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

F. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting a

- **Motivation Letter** in PDF format (**concisely 1 page**) clearly stating your motivation for applying for this role/ position and as well as **salary range expectation**.
- A **detailed CV** in PDF format.
- Proof of eligibility to work in South Africa (copy of SA ID).
- **Internal Applications ONLY** should submit applications to: recruit-pretoria@giz.de, with the following email subject line “**Application for Office Manager Position**” for the attention of Head of Human Resource.
- **External Applications** must use the following link:
[_https://giz.simplify.hr/vacancy/4vtztk](https://giz.simplify.hr/vacancy/4vtztk)

Closing date for applications: **19th of June 2024.**

Only applicants shortlisted for interview will be contacted.

Applications without a motivation letter will not be considered!