

Salary Band 2A	Project Assistant - CCPS Cluster
Reports to:	Senior Finance Manager
Duration	Until 31 December 2027

1. BACKGROUND

The **Centre for Cooperation with the Private Sector (CCPS)** was established at the beginning of 2014 to coordinate the **Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)** South Africa's strategy for cooperation with the private sector. It is an umbrella unit responsible for implementing various regional or global programmes all with the aim to promote private sector cooperation. The CCPS programmes include:

- ❖ **Team Europe Initiative IYBA-SEED** “Investing in Young Businesses in Africa - Supporting Entrepreneurial Ecosystem Development”, with a special emphasis on women and young people. This is a Co-financed project supported by the EU and BMZ.
- ❖ The **Employment and Skills for Development in Africa (E4D)** which aims to create smart, sustainable solutions for economic development promoting micro- and small business development, enhancing skills and employability and supporting inclusive value chains. It seeks to create jobs and improve the employment situation, together with the recently commissioned started **WE4D (Promoting female employment for Africa's green transformation)**.
- ❖ The **Natural Resources Stewardship Programme (NatuReS)** which promotes collective action of multiple stakeholders to protect and manage natural resources while safeguarding investments in key economic zones, creating and securing jobs, boosting awareness of natural resource stewardship to be embedded into key institutions so they can drive policy and practice.
- ❖ The **Access Benefit Sharing (ABS) Compliant Biotrade in Southern Africa (ABioSA)** aims at creating a high-growth jobs-rich and innovative biotrade sector that complies with international and domestic ABS regulations. It contributes to the

livelihoods of rural people and the productive use of South(ern) Africa's plant biodiversity.

- ❖ The **BiInnovation Africa (BIA) - Equitable Benefit-sharing for the Conservation of Biodiversity** in collaboration with ABioSA aims to strengthen European-African partnerships and Private Sector engagement for biodiversity-based innovations and products with equitable benefit-sharing for conservation and sustainable use of biodiversity.

A. RESPONSIBILITIES

The Project Assistant is required to ensure, in collaboration with their manager, that all commercial, organisational, and administrative tasks are dealt with correctly and on time in keeping with the given objectives and taking account of the legal, contractual and corporate-policy guidelines and procedures. In this context, they independently process specific themes, and takes responsibility for:

- ❖ Bookkeeping and invoice checking
- ❖ Procurement of goods and record keeping
- ❖ Events and travel Management
- ❖ Other organisational and administrative tasks

The Project Assistant will maintain a good flow of information, activate all the requisite interfaces and ensure the streamlined administration of all procedures. They will work as part of the GIZ CCPS cluster team that includes WE4D, ABioSA, BIA, NatuReS, and other projects. The Project Assistant will also be expected to closely collaborate with other cluster colleagues.

B. TASKS:

The Project Assistant performs the following tasks:

1. Bookkeeping and invoice checking

- ❖ Carries out bookkeeping tasks using WINPACCS cashbook and prepares daily and monthly closures and bank reconciliations
- ❖ Monitors real accounts (payables, receivables) and reports regularly to the commission/implementation manager and the senior finance manager
- ❖ Supports with checking the material correctness of each invoice according to the relevant contract or procurement file

2. Procurement of goods and record keeping

- ❖ Procurement of small goods (< 1.000 EUR), mainly printing, stationery, equipment and groceries
- ❖ Maintenance and frequent update of the asset inventory list according to GIZ standards
- ❖ Maintenance and monitoring of supplies such as stationery

3. Events and travel Management

- ❖ Supports the organisation of events in South Africa (workshops, training) and related logistics
- ❖ Organisation of logistics (boardroom bookings, catering) for programme staff, colleagues from Head Office, consultants and partners
- ❖ Preparation of travel claims for programme staff and coordination with GIZ country office.

4. Other organisational and administrative tasks

- ❖ Fleet management including car maintenance and log books
- ❖ Reports all problems with financial administration and compliance without delay
- ❖ Ensures regular filing in accordance with GIZ rules
- ❖ Performs other duties and tasks at the request of management
- ❖ Organizes and coordinates smooth cooperation between all in-house and external factors involved in their field
- ❖ Provides general process-oriented and results-oriented advice in connection with all issues that arise in their specific field of activity and provide information and advice concerning internal workflows
- ❖ Maintains an appropriate level of communication both in-house and externally

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- ❖ A Certificate or a Diploma in Project Administration / Bookkeeping or similar qualification.

Professional Experience:

- Qualification should be enhanced by at least 5 years' professional experience in a comparable position.

Other Knowledge and Additional Competences

- ❖ Good working knowledge of information and communication technologies and related software (in particular Microsoft Office)
- ❖ Good organisation skills
- ❖ Willingness to try something new in terms of digitalization
- ❖ Confidential handling of data and information
- ❖ Very good knowledge on the English language
- ❖ Team player and intercultural skills
- ❖ Customer and service-oriented attitude
- ❖ Good communication and writing skills
- ❖ Willingness to update skills as required by the tasks to be performed - corresponding measures are agreed with management

D. ADDITIONAL INFORMATION

- ❖ This position is based in **GIZ Offices Hatfield, Pretoria**; GIZ's mobile working policy offers flexibility regarding when and where employees can work, ensuring a balanced mix of remote and in-office collaboration.
- ❖ The contract period for this position is a until **31 December 2027 in line with the commissioning period of the project.**
- ❖ 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 is committed to be an equal opportunities employer, therefore, women and people with disabilities are strongly encouraged to apply.

E. APPLICATION PROCES

Suitable candidates should apply by submitting:

- A motivation letter (**concisely 1 page**) stating why they should be the preferred candidate, the value added they will bring to the CCPS Clustert and **their basic salary expectation range.**

- This should be accompanied by a **detailed CV** and indicating **their nationality**. Applications should be submitted to: recruit-pretoria@giz.de, with the email subject line **“Application for Project Assistant - CCPS Cluster”** for the attention of **Head of Human Resource**.

Closing date for applications: **19th July 2024**.

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!