

Salary Band 2 A	Administrative Assistant
Reports to:	Cluster Senior Finance Manager
Duty Station:	Hatfield, Pretoria
Duration	Until 31 December 2026

1. PROGRAMME BACKGROUND

Germany provides a visible and impactful contribution to support the South Africa Government in reaching its goals to tackle the challenge of climate change. Climate Change in South Africa is a highly dynamic topic, which includes a large spectrum of topics that each come with their own challenges but also opportunities. The area of our work is broadening as we tackle related areas such as biodiversity, water affairs but also cross-cutting matters such as gender, private sector engagement as well as involvement of the youth.

Our portfolio is highly connected to the international agenda of climate change and biodiversity but also deeply rooted in local structures and capacities. As GIZ it is our role to navigate this terrain and provide value to our commissioning entities, which include mostly German Federal Ministries, but also to our partners in South Africa. Our partners entail Government Departments, the Climate Commission, Provinces, Municipalities, NGOs, Private Sector entities and many others. The GIZ Climate Cluster South Africa is thus made up of several bilateral and GloBe projects towards addressing climate change.

A. RESPONSIBILITIES

The administrative assistant is responsible for:

- Assist in organizing administrative and logistical aspects of projects (meetings, workshops, catering etc)
- Inventory management of the cluster assets.

- Assisting with management of cluster receivables and general office administrative duties.
- Assisting with procurement of goods (including stationery requirements).
- Assist with desk management within the Desk.ly online platform.

B. TASKS

1. Finance and Accounting

- Manages inventory and assets and coordinates handover of assets to partners.
- Reconciles and updates inventory promptly and ensures monthly checks with the Internal Control focal point and the Senior Finance Manager.
- Assists with receivables within the cluster by co-organizing meetings with colleagues and Country Office to offset outstanding items.
- Assist with the preparation of internal and external audits/internal controls.
- Stand-in for bookkeeping responsibilities.

2. Administrative Duties

- Provides secretarial duties required by the project staff including preparing meetings and boardrooms based on hospitality regulations.
- Monitoring, ordering and concluding purchases of office refreshments as per hospitality regulations e.g. water, tea, coffee).
- Updates staff on hospitality regulations requirements on a need basis.
- Prepared meetings and boardrooms (refreshments, orders catering, equipment etc)
- Carry out onboarding of new staff and ensure the checklist of requirements are updated.
- Arranges freight services for transport of equipment (national/international) and courier services.
- Coordinates IT services and where relevant ensures IT equipment including computer and software function properly.
- Manage administrative rights of Desk.ly online platform where relevant i.e. onboarding new staff and adding guests.

3. Procurement of Goods

- Ordering and managing of office stationery and equipment.
- Receives procurement requests from staff members and checks for completeness

- Conducts procurement processes according to GIZ SoPs (Cluster level, Country Office and Head Office).
- Purchase of goods up to Euro 5.000 within the cluster or within the delegated thresholds.
- Purchase of goods above Euro 5.000 in conjunction with the GIZ country office.
- Ensures timely delivery of procurement orders, constant interaction with suppliers.
- Assist in developing a supplier list to ensure a wide range of suppliers are engaged with the supply of goods and services.
- Conducts quality controls and sign off on procured goods and services, including invoice checks.
- Ensures all procurement documents are correctly filed in DMS, SharePoint and DMS.
- Prepares and checks procurement invoices with all supporting documents and signs off before submission for payment/bookkeeping.

4. Logistics and Events

- Assist with organizing events, workshops and conferences.
- Arrange caterings for internal events.
- Assist with logistics for all programmes within the cluster.
- Assist with processing of travel claims as delegated by the line manager.

Other duties:

The administrative assistant works within a team and will be allocated tasks to support the admin and finance service unit to meet it's obligations.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications:

- A degree in an area of Business Administration, Finances, Economics or related field.
- 5 years professional work experience in a comparable position.

Professional experience and skills:

- Prior experience in Office Administration and/or Project Management.
- Working with WINPACCS accounting, integrated digital tools, awareness of GIZ rules and regulations and Travel IT systems is an asset.

Other Knowledge, Additional Competences:

- Excellent working knowledge of IT technologies (related software, email, the internet) and
- standard MS Office applications (e.g. Outlook, Word, Excel, PowerPoint);
- Very good communication skills, fluent spoken and written in English;
- Ability to quickly understand instructions, ask for clarification when needed, adapt and work
- independently to produce results on time;
- Ability/ motivation to work in a multi-cultural work environment; good team player;
- High attention to details and preciseness.

D. ADDITIONAL INFORMATION:

- This position is based at GIZ in **Hatfield, Pretoria**.
- GIZ offers a global network, and an atmosphere characterized by diversity, respect and equal opportunities, including gender equality promotion.
- GIZ is a signatory to the diversity charter which recognizes that all employees shall be valued regardless of gender and gender identity, nationality, ethnicity, religion or belief, disability, social background, age, or sexual orientation.
- There are possible training and personal development opportunities
- At GIZ, you will be offered 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.

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

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 project and **their desired salary 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 Administrative Assistant – Climate Cluster**” the attention of Head of Human Resource.

Closing date for applications: **10th December 2024**

Correspondences will be limited to the short-listed candidate.

Applications not complying with the application process will be disqualified!