

# WE ARE HIRING

**Job Role:** Junior Administrative Specialist  
**Reports to:** Team Lead  
**Contract Duration:** Until 30.6.2025 (with possible extension)  
**Location:** Accra



Implemented by:  
**giz** Gesellschaft für Internationale 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:

The Promotion of the Rule of Law and the Judiciary in Africa project aims to enhance access to justice for vulnerable groups, particularly women and economic stakeholders, in Côte d'Ivoire, Ghana, Senegal, and Tanzania. The project focuses on enhancing the capacity of partner organizations to provide tailored, needs-based legal services to vulnerable citizens. It also seeks to expand the ability of these organizations to offer effective legal services in out-of-court dispute resolution and civil/commercial law for economic stakeholders. Additionally, the project aims to strengthen court systems in partner countries to better support judicial independence and operational efficiency, while also promoting the digitalization of legal information to improve access for both governmental and non-governmental institutions and legal practitioners

## Scope of Role:

The Specialist will provide comprehensive financial, administrative, and event management support to ensure the smooth execution of project operations and activities. You will be responsible for ensuring that all processes comply with GIZ standards and procedures while maintaining an efficient and well-organized office environment. Key duties include managing documentation, coordinating logistics, and overseeing event and workshop organization. Additionally, you will play an integral role in facilitating the planning and execution of key meetings, workshops, and project activities.

## Tasks:

- Support the preparation of contracts, verifying completeness and reviewing financial documents from consultants and consulting firms.
- Manage daily secretarial tasks and facilitate official correspondence, maintaining professionalism and confidentiality.
- Coordinate comprehensive travel logistics for the project team, including travel bookings, hotel accommodations, and reimbursement requests.
- Oversee procurement processes, managing inventory and office supplies to ensure operational efficiency.
- Assist in the planning and execution of workshops, events, and field missions, ensuring all logistical needs are met.
- Ensure adherence to GIZ financial and administrative regulations throughout all project activities.
- Support research initiatives on socio-economic issues, compiling relevant data to inform project design and expert assignments.
- Maintain accurate project documentation, manage bookkeeping processes, and ensure compliance with GIZ policies and procedures

## Profile:

- University Degree in Finance, Business Administration or similar
- At least 3 years professional experience in a comparable position
- Working experience with GIZ, similar development organizations and local government actors is highly desirable
- Good working knowledge of IT technologies and computer applications (e.g. MS Office)
- Excellent skills in writing and speaking English, knowledge of French will be an asset
- Ability to prioritize and deliver assigned tasks diligently under strict deadlines
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

## 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](mailto:recruitment-ghana@giz.de) quoting the **Job Code 2024/ROL-JAS/28/10** 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:** 11.11.2024