

WE ARE HIRING

Job Role: Junior Logistics Specialist
Reports to: Senior Finance Specialist
Contract Duration: Until 31.12.2025 (with possibility of extension)
Location: Accra, Ghana



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 in Ghana cover three priority areas: Climate and Energy, Just Transition; Sustainable Economic Development, Training and Employment, and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The **Market-Oriented Value Chains for Jobs and Growth in the ECOWAS region (MOVE)** project focuses on building resilient cashew and rice value chains to contribute to the creation of jobs and income in West Africa, with ECOWAS as its main political partner. The project is mainly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-funding from the European Union and the Bill & Melinda Gates Foundation and implemented jointly with numerous private and public partners. MOVE intervention countries include Burkina Faso, Côte d'Ivoire, Ghana, Sierra Leone, Nigeria and Senegal.

Scope of Role:

The **Junior Logistics Specialist** is primarily responsible for providing logistics and fleet support within the department.

Tasks:

- Support with the logistic preparation of training workshops and working group meetings.
- Support in office equipment and supplies, and orders new equipment and supplies for office functioning as needed.
- Support with maintenance of the office facilities including repairs, overseeing work within the project
- Ensure that all project assets are transported and stored securely and are properly accounted for.
- Maintain an updated inventory of project materials, equipment, and assets.
- Ensure regular inventory audits and inspections to identify discrepancies.
- Manage storage goods, ensuring proper organization and safety.
- Routine checks on project vehicle digital logbooks.
- Organise routine checks for servicing of project vehicle.

Profile:

- Bachelor's degree in Administration, Facility Management, Logistics and Operations, or similar areas.
- At least 2 years' professional experience in a comparable position.
- Skilled at working effectively with cross functional teams.
- Good working knowledge of the use of computer applications (especially MS Office Suite).
- Good writing skills and high degree of attention to details.
- Ability to work within a multi-cultural team and establish an effective working relations with persons of different national and cultural backgrounds.
- Excellent organizational skills.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to recruitment-ghana@giz.de quoting the **Job Code 2024/MOVE/22/10** in the subject line. If you do not hear from us four (4) 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: 5th November 2024**