



Vacancy Announcement #120/2023

Administrative Specialist - Climate Change Cluster

Contract duration: 31.03.2026

Application deadline: 06.07.2023

Duty station: Addis Ababa

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

In Ethiopia, GIZ has been working for more than 40 years in bilateral cooperation on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and on commission of the Ethiopian government and international donors.

In order to strengthen agricultural productivity and production and to modernize agriculture in Ethiopia, the Ministry of Agriculture is pursuing strategies for nationwide land consolidation and strengthening land sector institutions. The widespread fragmentation of agricultural land is a major challenge for a more productive agricultural sector. However, legal and social framework conditions for the fair and participatory reorganization of the agricultural area are limited. The responsible regional authorities also lack the required capacities and expertise to implement land consolidation procedures.

The Land Governance project supports the Ministry of Agriculture (MoA) and regional Land Administration and Use Bureaus to implement participatory land consolidation and voluntary land exchange as instruments of sustainable land governance. The project follows a multi-level process engaging with local authorities and communities in the planning, reallocating, and registering land parcels. Simultaneously, closely work with federal and regional actors to develop legal frameworks and build institutional capacity.

Responsibilities and Tasks

- Assists technical experts & partners in matters of logistics and related matters
- Ensure availability of office supplies
- Responsible for all office upkeeping matters
- Registers and keeps files
- Supports workshop logistics; preparation of contracts for organizing events, booking of conference rooms; accommodations and all other event related services
- Preparation of contracts for short term experts



- Supports the organization of internal meetings, taking minutes of meetings and documenting any other meeting follow-up
- Manages the projects MS Teams structure and organizes virtual meetings; sending invites, reminder and ensuring technical set – up is in place
- Manages incoming and outgoing correspondence (post, fax, email) and prioritises and organises it
- Manages project team calendar and activity schedule (e.g. workshop dates)
- Supports international staff and external experts in communication with GIZ International Services Desk regarding visa and ID issues
- Responds to information requests from GIZ country office and green cluster in coordination with supervisor and also remind team members of important trainings and information sent by the GIZ country office.
- Manages meeting rooms of the project
- Responsible for any office items and it is upkeeping
- Handles other tasks and assignments as prescribed by the supervisor

Other duties/additional tasks

- Reports without delay to the supervisor on core responsibilities and matters needing attention
- Is responsible for filing documents and treating information confidentially
- Ensure the company own document management system, (DMS) is up to date

Required qualifications, competencies, and experience

Qualifications

- BA in office administration or related fields
- Fluent command of English and Amharic
- Fluent command of German as an asset
- Computer literacy (office package, MS Teams)
- Expertise in setting-up video call and online meeting systems

Professional experience

- At least 5years of work experience in office administration or a related field.
- Experience with intern. organizations, government entities and NGOs is an advantage.

Other knowledge, additional competencies

- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management
- Self-motivated, proactive and willing to learn and adopt to dynamic working situations
- Ability to cope with stress and to organize/prioritize workload timely
- Discipline and punctuality
- Resilience and patience
- Availability for in-country duty travel to project sites



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Email: hreth@giz.de

Note:

Please make sure you mention the vacancy number and position '**Administrative Specialist #120/2023**' in the subject line of your email application.

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefit package."