



## Vacancy Announcement #139/2023

### HR Specialist for Training and Development - GIZ Country Office

**Application deadline: 14.08.2023**

**Duty station: Addis Ababa**

As a provider of international cooperation services for sustainable development and international education work, GIZ – Deutsche Gesellschaft für Internationale Zusammenarbeit – is dedicated to building a future worth living around the world.

GIZ operates in Ethiopia on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and other national and international partners. In line with the Ethiopian Government's objectives, Germany's development cooperation with Ethiopia focuses on three priority areas:

- economic development and vocational education and training.
- agriculture and food and nutrition security.
- conservation and sustainable use of natural resources (biodiversity)

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. GIZ operates throughout Germany and in more than 130 countries worldwide. We have more than 20,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

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, age, or sexual orientation.

In our Human Resources Unit, we strive to lead by example. We aim to mirror the diversity of our societies and therefore welcome applications from persons of all backgrounds and persons from other groups that are underrepresented at GIZ.

With an international remit and a multicultural working atmosphere, we are successful because we share knowledge across disciplinary frontiers. Your professional and personal development is important to us. Whether it is the multifaceted day-to-day challenges or the considerable scope for applying creativity in your work – there are plenty of good reasons to join our motivated team.

For our Human Resources Unit at the GIZ Country Office Ethiopia and Djibouti in Addis Ababa, we are looking for an HR Specialist \_ Training and Development.



**Depending on the qualification and professional experience of the candidate, the position might also be filled as a Junior Professional position. In this case, the job description will be adjusted and the employee will receive more support and training.**

**Please note that the job title will be changed to “(Junior) Human Resources Specialist” during the recruitment process.**

### Responsibilities and Tasks

The Human Resources Unit is responsible for the professional HR-Management and HR-Development for all of our 750 national employees in Ethiopia and Djibouti. For our team we are looking for a committed HR professional responsible for our vast activities in the field of training and development.

- coordinating the activities and tasks close cooperation with other HR officers and the Head of HR
- advising managers in the field of HR development for their staff members
- organizing in-country trainings and other development measures according to the HR Development Plan
- developing needs assessments, concepts and evaluation measures
- negotiating contracts with suitable national and international training providers
- first contact for training providers
- revising the HR Development Roadmap annually and when internal and external trends call for it
- ensuring that trainings and other development measures are delivered in high quality and a service-oriented, courteous manner
- Initiate, lead and moderate staff induction program
- Maintain training related agreements database, process training payments & reimbursement (keep and update hard copy and soft copy database)
- Keep and update training attendees list and follow up after training reports and compile the list on excel sheet database
- administer accurate records of training and development activity, attendances, certificates, and evaluations in line with GIZ’s filing rules
- Support and handle other HR related tasks as deemed necessary
- informing about trainings via adequate communication channels
- formulating standard operations procedures for training and development
- (co-) conducting selected trainings
- independent and pro-active follow-up of open tasks
- closely cooperating with the HR-Administration-Team
- keeping the balance between the HR-roles governance, service-orientation and strategic navigation

### Required qualifications, competences, and experience



### Formal Education

Candidates must possess a bachelor's degree; an advanced degree or the equivalent combination of education and experience is preferred.

### Professional Experience

- at least 5 years of solid experience in the field of HR Development operations
- profound knowledge and experience for the full scope of HR development activities from needs assessments, concepts, contracts to evaluation and strategy
- proven record of developing standard operation procedures, reports and tracking sheets etc.
- expertise in all methods for HR Development (from presence trainings to eLearnings etc.)
- strong organizational skills in the areas of operation and administration
- experience in international organizations is a plus

### Other experiences and skills

- a strong will to gain thorough knowledge about GIZ's leadership instruments and HR development guidelines fast
- excellent interpersonal and communication skills to maintain good relations with clients, trainees, training providers, staff members etc.
- tact and the ability to deal with difficult situations
- stability, attention to detail and a positive attitude are essential to this position
- willingness and ability to self-reflect and learn
- excellent verbal and written communication skills in English and Amharic
- high level of digital literacy including MS Excel, Outlook, Word, Powerpoint, Sharepoint
- intercultural experiences and understanding
- endurance and patience to handle busy times and a number of parallel requests
- team-player and self-starter
- ability to move tasks forward using sound judgment



### Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via [hreth@giz.de](mailto:hreth@giz.de)

**Note:**

Please make sure you mention the vacancy number and position title ‘**Training and Development #139/2023\_Your Full Name**’ in the subject line of your email application.

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Please note that the job title will be changed to “(Junior) Human Resource Specialist” during the recruitment process.

‘Please note that, due to urgency of the vacancy selection will be done on a rolling base.’

Due to large number of applications, we categorise applications with the 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.”*

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