

Terms of Reference
CASE Project (Clean, Affordable and Secure Energy for Southeast Asia)
PN: 18.9078.9-002.00

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government. Presently, GIZ Philippines seeks a qualified candidate for one (1) position as:

Administrative Officer (Band 4A)

to coordinate all administrative tasks including organizing travel for staff and partners, organizing events, support to budget management and project operation as well as to provide administrative support to our project staff and partners in the Philippines.

Background and field of project involvement

GIZ has a sub-cluster of projects that are focused on energy and energy efficiency and are in the role of the main implementing agent for a number of projects in the Philippines. The sub-cluster also performs as the project coordination arm for the involved projects to maintain an overview of key stakeholders and implementing agencies.

Main Role

The Administrative Officer is the chief aide of the Project in running effective and efficient project operations, effective problem-solving of day-to-day concerns, and the provision of appropriate administration-related reports which are critical inputs for management decisions.

The Administrative Officer will report directly to the Climate Cluster Administrator. The incumbent holds office at the GIZ Philippines main office in Makati.

Major Functions/Duties:

Office Administration and Finance

- Oversees all administrative and logistical arrangements of the project, including the organization of staff travel and event management,
- Manages local procurement and supports the preparation of documents for internationally procured consultants and goods, according to GIZ regulations,
- Organizes communication network of the project office, both external and internal,
- Takes over work of other administrative staff and/or other tasks relevant to the project if need arises and participates in team-related task and other corporate or strategy-linked measures,
- Supports the Project in its financial controlling, this includes monitoring all procurement tasks and financing contracts,
- Supports the Project in admin affairs related to the planning and conduct of grant agreements, local subsidies and/or consultancy contracts.

Other duties/additional tasks

- Contributes actively to a good working climate and team working within the project,
- Events Management – Logistical arrangement including support to budget estimation
- Quality Management – Ensures that admin processes comply to GIZ regulations, and financial reporting is according to agreed formats and frameworks,

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- Data Management – Ensures proper filing system both in the office, on the server network as well as on DMS following GIZ rules and guidance. This also includes smooth and correct functioning of databases,
 - Secretarial Duties – Calendar management, custodianship, and control of critical files, maintain database of partners, documentation of team meetings,
 - Corporate General Obligation – Supports other project or administrative staff and/or other tasks relevant to the job or organization unit when the need arises and participates in task teams and other corporate entrepreneurial or strategy-linked endeavors,
 - Performs other duties and tasks in line with its main role.

Responsibilities

- Support of all admin and office related concerns as chief aide of the Project
- He/she ensures a smooth and uninterrupted functioning of the office through organized and coordinated work processes, effective problem-solving of day-to-day concerns as well as the provision, through the appropriate administration-related reports, of critical inputs for management decision.
- He/she will liaise and work closely with the involved international and national advisers working as part of the Energy Projects in the Philippines.

Competency Requirements:

- Expertise in office administration and familiarity with finance and accounting principles and processes. Ability to provide advisory support on admin processes is necessary.
- High attention to details, efficient in organizing service processes and economical in utilizing resources.
- Ability to relate with all levels of personnel and with people of diverse cultures.
- People management skills: gaining trust, motivating, giving rapid and constructive performance feedback, recognizing and addressing conflicts, and exercising disciplinary responsibility consistently.
- Reputation of integrity, credibility, and firmness
- Sound knowledge and networking skills in the context of development cooperation and working with project partners,
- Very good knowledge of MS Office (e.g., Word, PowerPoint, Excel) and digital communication (e.g., Teams, Outlook),
- Fluent in English and Tagalog.

Professional Qualification:

- University degree in accounting, management or business administration, office management or related professional experiences.
- At least five (5) years professional experience in an executive assistance role or administrative officer

Contract Duration:

Earliest possible date until February 2027