

Salary Band 3	Green Infrastructure Corridors for intra-African Trade (Support to PIDA) - Junior Advisor
Reports to:	Component Leader
Duration	01 June 2023 until 31 October 2025

BACKGROUND:

The Project **Green Infrastructure Corridors for intra-African Trade (Support to PIDA)** implemented by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)** on behalf of the **German Federal Ministry of Economic Cooperation and Development** collaborates with the **African Union Commission (AUC)**, the **African Union Development Agency (AUDA-NEPAD)** and the **Central Corridor Transit Trade Facilitation Agency (CCTTFA)** to support green infrastructure development in Africa via the following five components:

- 1) Development of a Continental Green Infrastructure Policy,
- 2) Advisory for Climate Resilient & Low Carbon Infrastructure Projects in the Central Corridor,
- 3) Advisory for Digital Solutions of MSMEs in Green Infrastructure & Trade,
- 4) Formulation of a Digital Strategy and Advisory on Digital Topics in the Infrastructure & Trade Sector,
- 5) Just Transition for Technology Transfer, Climate Finance and Gender.

The Junior Advisor will support different aspects of the GIZ Projects routine work ranging from Technical Advisory & Research, Events & Logistics, Administration, Contracts & Finance, Communications and Monitoring & Evaluation.

For more information please visit:

- [GIZ Project Fact Sheet](#)
- [GIZ Project Twitter Page @GreenCorridors](#)
- [Virtual PIDA Information Centre](#)

A. RESPONSIBILITIES:

The Junior Advisor will work together with the technical and the administrative Team to assist in organisational, administrative, and technical aspects. The main responsibilities are as follows:

- Technical advisory support to Component Three. An additional and/or changing advisory focus may be decided pending profile and competences.

- Take up research tasks and knowledge management. Project management support relating to procurement, administration, and logistics.

B. TASKS

The Junior Advisor is expected to carry out the following tasks and advisory services:

- Support the technical advisors in their respective work streams relating to Component Three, encompassing the following specific tasks (not exhaustive):
 - To draft Terms of Reference (ToRs) for consultancy services,
 - To advise the partner organisations under supervision of the Component Leader,
 - To assist with the technical preparation and implementation of GIZ and partner organized conferences, meetings, and workshops (e.g., writing of concept notes, presentations, briefing notes for session speakers etc.).
- To develop a research and analytics process (i.e., Knowledge Management) focusing on reports and policy briefs relating to overall infrastructure topics (e.g., sector analysis, finance etc.) and emerging trends/dynamics (e.g., institutional investment, writing policy summaries/briefs) relating to the following tasks:
 - Independent research on the topic of green infrastructure development and MSMEs in Africa,
 - Presentation and circulation of findings to GIZ Project and Team with pro-active advisory how to make use of this knowledge,
 - To assist the M&E Advisor in feeding this research towards the GIZ Project results matrix, reporting and performance indicators,
 - To file prepared research and analysis report summaries.
- Support to project management and the procurement/administration unit relating to (not exhaustive) the following tasks:
 - To update and manage databases, workplans and other internal project coordination and management tools (e.g., support the project's Document Management System, calendar, travel planning etc.),
 - To write tender documents for the procurement of goods and services (e.g., to research and write eligible candidates for external consultancy processes),
 - To write meeting minutes and reports pertaining to a variety of meetings,
 - To assist with the logistical organisation of GIZ and partner meetings, workshops, conference etc.

- Support to communications pertaining to the following tasks (not exhaustive):
 - To assist the Communication Advisor in conducting research and writing of newsletters, banners, fact sheets, news articles etc.
- To perform other duties and tasks at the request of management.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- A Preferred Honours Degree and at least a bachelor's degree in a relevant subject, Business and/or Economics, Finance, or similar fields, Political and/or Social Science, Engineering.
- Ideally Master's degree in Business Administration, Pharmacology, or comparable degrees.

Professional Experience:

- Qualification should be enhanced by minimum two (2) years' proven working experience.
- Proven professional working experience within the public or private sector relating to infrastructure and/or Micro, Small, Medium Sized Enterprises (MSMEs) aspects.
- Proven professional experience in project management assistance, research and writing, delivery of independent analytical thinking processes, coordination of processes.
- Very good professional communication, writing and representation skills. Knowledge of French is an asset.
- Good knowledge about infrastructure development and/or international development cooperation is an asset.

Other Knowledge, Additional Competences:

- Carry outstanding work ethic and motivation to act reliable, dedicated, and disciplined.
- Strong service-oriented thinker to provide professional and proactive support.
- Ability to work independent in a stressful and complex environment and be adaptive to change.
- Ability to work on multiple processes simultaneously.
- Brings intellectual curiosity, critical thinking, creativity, problem solving skills and ability to collaborate.

- Excellent IT Skills (Outlook, Power Point, Excel, Word, Internet Research).
- Excellent communication skills in business English (written, verbal).

D. ADDITIONAL INFORMATION

- This position is based in **Hatfield, Pretoria with the option for a hybrid (i.e., office and work from home) setup.**
- The successful candidate will be expected to start full-time employment with GIZ on a fixed term contract as soon as possible. The contract period for this position is until **31 October 2025 in line with commission period of the Project.**

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting a

- **Cover Letter (concisely 2 page)** clearly stating your motivation for applying for the position and outline your competencies why you are the best suited candidate addressing qualifications, competencies and experiences asked for in this advert as well as salary range expectation. Cover Letter must not exceed two (2) pages to be submitted in PDF Format.
- This should be accompanied by a **detailed CV desired salary range and indicating their nationality.** The CV must include at least one professional reference of previous employment and at least one academic reference including contact details and must not exceed four (4) pages to be submitted in PDF format.

The application should **be only one PDF file**, comprising of Cover Letter and CV and submitted to: recruit-pretoria@giz.de, with the following email subject line **“PIDA Jnr Advisor Application”** for the attention of Head of Human Resource.

Closing date for applications: **05th of April 2023.**

Only applicants shortlisted for interview will be contacted.

Applications without a Cover letter will not be considered!