

Salary Band 4A	Administrative Specialist
Reports to:	Programme Manager
Duration	Until 31 January 2025

BACKGROUND

The **Good Financial Governance in Africa (GFG) Programme** promotes transparency and accountability in public financial management and is implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** on behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)**. Its objective is to foster Good Financial Governance in Africa, more specifically that 'change agents' in the areas of taxation, budgets, financial control, and legislative financial and budgetary supervision are empowered to support systemic changes in African countries.

The GFG Programme is a regional program with its reach across the African continent and it promotes an efficient management system of public finances is considered a public good and benefits the African population.

The backbone of the programme is the partnership with networks of African government officials in the areas of taxation, budgeting and fiscal oversight to support their aim to strengthen public financial management capacities across Africa: the **African Tax Administration Forum (ATAF)**, the **Collaborative Africa Budget Reform Initiative (CABRI)**, the **African Organisation of Supreme Audit Institutions (AFROSAI)** and the **African Organisation of Public Account Committees (AFROPAC)**. The Program also supports the **African Union Commission (AUC - ETTIM)** under the Multi-Donor Action (MDA) on Fighting Illicit Financial Flows (IFF) in Africa that is Co-funded by BMZ, EU and Finland (MFAF). The programme supports these partner organisations in offering knowledge, training and exchange opportunities to their members to develop and implement joint standards and improve financial governance.

The GFG Programme is looking for an **Administrative Specialist** to provide team organisation and administration services and perform the following:

A. RESPONSIBILITIES AND TASKS

The Administrative Specialist

1. Coordination

- Ensures that information is exchanged between project/programme staff in different locations (Pretoria - South Africa, Yaounde - Cameroon, Abuja - Nigeria & Germany), partners and other institutions,
- Accompanies the programme manager or other team members to meetings if necessary,
- Prepares/ organises internal communication (meetings etc.) and the documentation thereof,

2. Administration

- Responsible for organising administrative and logistical aspects of internal and external project activities (meetings, workshops etc.)
- Supports the project team. This includes managing team calendars - events and absence-, organising team meetings, seminars and workshops, and organising documentation thereof, as well as team related procedures (staff talks, feedback etc.).
- Ensures, together with the junior administrator, that computers and software function properly
- Monitors the availability of accessories and stocks and carries out procurement in accordance with guidelines,
- Responsible for project human resource issues, for example managing office space for project staff, leave and travel applications, managing interns and supporting consultants,
- Manages confidential files, specifically in the area of personnel,
- Responsible for filing documents in reference files or in OMS in line with GIZ's filing rules,

3. Personal Assistance

- Assist the program manager in managing his day-to-day work, including managing the daily work, calendar, support to communication (phone, email)
- Supports the project manager in his duties (organizing meetings with partners, organizing travels, supporting with travel claims),

4. Finance and Accounting:

- Supports the team with financial matters, in the responsibility of the project administrator finance,
- Checks travel expense statements of staff for approval by the superior
- Helps audits project accounting,
- Monitors communication and interaction between governmental institutions, NGOs and society by analysing the media, direct dialogue, and participating in meetings and seminars etc,

. Other duties / Additional tasks

- Performs other duties and tasks at the request of management.

B. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- A University degree in Social Sciences: Business Administration, Economics, Accounting, Law or similar areas.

C. Professional experience

- At least three (3) years of experience in comparable positions;
- Good working knowledge of ICT tools (MS Office etc);
- Experience in working with international organizations is an asset;
- Fluency in English;
- Self-motivation and team orientated.

D. ADDITIONAL INFORMATION

- The position will be based at **Hatfield, Pretoria**.
- The job may include duty travel across Africa. More information on the project can be found under: www.gfg-in-africa.org.

- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- 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, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- 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 January 2025**.

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting:

- A motivation letter (max. 1 page) stating why they should be the preferred candidate and the value added they will bring to the project.
- A **detailed CV**
- Proof of eligibility to work in South Africa (copy of SA ID)

Applications should be submitted to: recruit-pretoria@giz.de with subject line **“Application for Administrative Specialist”** for the attention of Head of Human Resources.

Closing date for applications: **02nd of November 2023**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!

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