



Vacancy Announcement #031/2022

Administrative Assistant to the Admin and Finance Director – GIZ Country Office

Contract duration: Open

Duty Station: Addis Ababa

Application deadline: 21.02.2022

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German service provider in the field of international cooperation for sustainable development and international education work. We work to shape a future worth living in over 120 countries around the world.

The GIZ Office in Addis Ababa oversees projects in Ethiopia and Djibouti where GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Ministry of Nutrition and Agriculture (BMEL) and other commissioning parties.

Based on GIZ corporate policy guidelines, the GIZ Office in Addis Ababa supports the preparation and implementation of international cooperation projects in Ethiopia and Djibouti, as well as the administrative implementation on site. The GIZ Office represents the GIZ to government authorities and national partners in Ethiopia and Djibouti and maintains close communication with the German Embassy and other German implementing organisations as well as with international donors, as well as with the GIZ headquarters in Germany.

GIZ seeks a qualified candidate to the position of Administrative Assistant to the GIZ Country Office Admin and Finance Director.

Responsibilities

The Administrative Assistant supports the Country Admin and Finance Director of the GIZ Office in Addis Ababa. S/he works closely with the various units of the Country Office as well as with the GIZ Management Team in Ethiopia and Djibouti. Furthermore, s/he will maintain close contact with the responsible division at the GIZ headquarters in Germany.

Tasks

- Organizing the general office processes and secretariat including all correspondence
- Management of diaries and organizing appointments and meetings as well as travel management and prepare travel settlement
- Planning and organizing of internal and external events



- Support of information and knowledge management, including filing of documents
- Internal and external correspondence in German and English
- Assistance in preparation of contracts and preparation of confidential documents
- Writing meeting minutes, reports and preparing presentations
- Coordinating/forwarding/distributing requests and tasks; coordinates the execution of tasks and follows up on agreements according to deadlines

Other duties/additional tasks

- Deputizes the Personal Assistant to the Country Director
- Assists and/or carrying out other office activities and any other tasks as assigned.
- Participates in further job training related to his/her position and duties such as secretarial, computer, office, and language skills, if required.

Required qualifications, competencies, and experience

Qualifications

- University degree (minimum B.A.) in administration or a related subject
- A minimum of four years working experience in office management or a related field of work, preferable in an international context.
- Fluent in writing, reading, and speaking in English and Amharic
- Study and/or work experience in an English or German speaking country is an advantage
- Good written and oral communication/expression
- Excellent working knowledge of modern telecommunication systems (telephone, fax, e-mail, and internet)
- Very good working knowledge of ITC technologies (e.g., MS Office) and experience with SAP and document management systems; digital literacy
- Excellent organizational skills, ability to multitask, prioritize and meet deadlines
- Teamwork, communication skills, resilience, and flexibility; ability to work in an international team
- High level of service-orientation
- Discretion, loyalty, and integrity
- Demonstrated ability to work effectively and efficiently in a fast-paced office environment
- Willingness to learn, improve and upgrade skills as required by the tasks to be performed
- Takes over responsibility for the tasks assigned to her/him and carries them out independently, proactive approach.



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 title 'Administrative Assistant #031/2022 in the subject line of your email application.

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

Applications without vacancy numbers in subject lines might not be categorised 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."

**Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
GIZ Country Office Ethiopia and Djibouti
Kazanchis, Kirkos Sub City, Woreda 08
P.O. Box 100009, Addis Ababa, Ethiopia
| www.giz.de | www.giz.de/de/weltweit/336.html**

