



Vacancy Announcement #040/2022

Accounting Assistant - Green Innovation Centres and Strengthening Rural Value Chains

Contract duration: 01.04.2022 – 31.12.2024

Application deadline: 17.03.2022

Duty station: Bahir Dar

Green Innovation Center supports the Ethiopian government with the development of the agricultural sector to improve the food supply chain, foster income generation opportunities and target employment creation. The focal area of the project is to support and improve the wheat, faba bean and honey value chains through, tailored trainings in Good Agriculture Practices (GAP), use of high-quality seeds, agricultural inputs, agro-processing, marketing, and adoption of innovations. The GIC implements its project activities in the so-called Ethiopian Wheat Belt areas in Oromia and Amhara region.

Strengthening Rural Value Chains supports the Ethiopian government and private sector organizations to improve the income and employment situation of actors along agricultural value chains of selected fruit, vegetable, oil crop, and other preferred commodities. The Strengthening Rural Value Chains implements its project activities in selected woredas of Oromia, Amhara, and Sidama regions.

Responsibilities and tasks

Administrative

- small procurement
- prepare service request documents
- logbook follow up and compile the report on monthly basis
- taking minutes of meeting whenever is needed.
- preparing official letters
- photocopies and scan documents as needed
- filing of documents according to GIZ rules and regulations
- flight booking, hotel booking
- event organizing



Financial

- handle petty cash accounts and make all cash payments
- report any surplus or shortage in cash
- make timely cash replenishment request when cash account reaches to the minimum balance
- execute timely payment of utility bills & checking the correctness
- facilitating of settlement of travel.
- verify correctness of vouchers including supporting documents
- frequent delivery of settled financial documents to the accountant
- taking a corrective action according to internal control report recommendation
- perform other duties and tasks at the request of the supervisor

Required qualifications, competencies, and experience

Qualifications

- University degree (BA) in Accounting, Business Management or equivalent.

Professional experience

- Minimum of 3 years professional experience in related field
- Good knowledge of standard computer applications such as MS Office application.

Other knowledge, additional competencies

- knowledge of GIZ rules & regulations and systems is a plus
- proven knowledge of English and Amharic language, written and spoken.
- trustworthiness and ability to maintaining strict confidentiality and observing data protection and associated guidelines where appropriate.
- ability to organize and prioritize several tasks at the same time.
- ability to work independently, unsupervised and as part of a multicultural and international team.



Application procedure

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

Note:

Please make sure you mention the Vacancy Number 'Accounting Assistant #040/2022' 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 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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