

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,  
Social Inclusion for Disadvantaged Groups (SoRi III) and Social Participation of People on the move  
and local population in host regions of the Western Balkans (PeMo) offers the vacancy of:

## **Administrative Assistant**

**Duration:** Employment is planned to start in June 2023. We offer a contract of limited duration until May 2024, under local/national regulations with possibility for extension.

**Weekly working hours:** 40 (full time position)

**The key responsibilities of the incumbent are:**

### **1. Office Management and Services**

- assistance in day-to-day office work, smooth operation and management of all administrative, secretarial, logistics and communication processes in the project office;
- set up and maintenance of the inventory directory;
- procurement of supplies up to 1.000 EUR
- preparation of photocopies and scans of documents, as needed and required by the colleagues (for different events, meetings, workshops)
- direct communication and coordination with the external service providers
- runs errands for the project/office, e.g. delivery of letters/messages, invoices
- internal communications with the colleagues from the main office regarding flight tickets and other office framework contract, when needed.

### **2. Event Organization, Travel and Logistics**

- assists in preparing travel in the region
- organization of events (trainings, workshops etc.), meetings with partners and regional team meetings when taking place in North Macedonia
- organizing travel arrangements for the partners and participants on GIZ events
- manages the engagements of the projects' driver.

### **3. Contracting of services and invoicing – Admin Support**

- preparation of contracts for events and services up to the project delegated amount
- follow up of the invoices for services and reviewing the submitted documentation
- coordinating and supporting the admin colleagues in the region, for admin and procurement related matters.

### **4. Financial planning and reporting**

- provides support to the Finance Project Officer in all tasks related to annual financial planning, as guided and required;
- preparation of the monthly budget in close coordination with and supervision by the Finance Project Officer
- cash book/box management
- Coaching and supporting the main project partner in financial, admin and procurement related matters.

### **Candidate qualifications, skills and preparedness:**

- University degree in relevant education and specialisation (economy, finances, etc.)
- at least 2 years professional experience with references
- experience in event organisation and travel arrangement
- experience in administrative work of project (invoices, administrative work, contracting).
- good working knowledge of ITC technologies and computer applications (e.g. MS Office), as well as a willingness to get involved in new applications;
- very good knowledge of the English language, ideally a basic knowledge of German
- personal commitment, efficiency and results-driven
- Sound organizational skills with strict attention to detail
- Partner and service-oriented attitude
- Strong interpersonal skills and ability to work as part of a diverse team;
- Flexible and able to adapt quickly to new, different environments.

**How to apply:**

Qualified candidates are invited to submit their electronic application in English language consisting of a **Letter of Motivation, CV in English using the 'European Curriculum Vitae Format'** with detailed description of your professional experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to hr-nordmazedonien@giz.de

**Subject of the email:** *REF: Job Application – Administrative Assistant PeMo/SoRI III*

**Deadline for the application:** 19.05.2023

**Note:**

- Applicants will be short-listed based on their application. ONLY short-listed candidates will be invited for a written test and/or interview.
- Applications are requested to be sent in Microsoft word or PDF format. Applications with download-links cannot be considered.
- GIZ is an equal opportunity employer and welcomes applications from all interested groups without any discrimination!

**!!! Only complete applications consisting of a CV and a letter of interest, sent directly at the e-mail address above will be taken into consideration.** Candidates who have not been contacted should consider that there will be no follow-up to their application.