

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
Global Programme "Sport for Development (S4D)"
in the office in Skopje,

offer the vacancy of:

Administrative Assistant

Duration: Employment is planned to start as soon as possible. We offer a contract of limited duration until September 2025 under local/national regulations.

Weekly working hours: 32 (80% occupational rate)

Band: 2

A. Responsibilities

The Administrative Assistant will be providing administrative services to the Global Programme "Sport for Development (S4D)" in particular its programme component in the Western Balkans. The position in the project office in North Macedonia supports all administrative, organisational and financial activities of the programme in close cooperation with other regional offices. The Administrative Assistant is responsible for specialist matters associated with processing offers and commissions, finance, monitoring costs, IT and perform all related organisational and administrative tasks.

The Administrative Assistant works closely and constructively with all internal and external colleagues in the area of responsibility and ensures that the administration of all processes runs smoothly and in line with GIZ's policies and procedures. The position holder shows interest in linking administrative and operational implementation of project activities and actively supports the technical staff.

B. Tasks

1. Financial Coordination (with GIZ Country Offices, HQ and implementation partners)

- ensures that information is exchanged between project/programme staff, partners/beneficiaries, implementing partners and other institutions
- provide timely, accurate financial information and ensure that Local Subsidies/Grants expenditures are in line with specific GIZ requirements.
- supports the full cycle of grants management activities beginning from pre-award assessments (KEP), monitoring/compliance visits and close-out procedures.
- provides full on how to deal with Financing arrangements in accordance with GIZ rules and regulations.
- review partner budgets and provides assistance and guidance where necessary including the monitoring and interpretation of project budgets versus actual expenditures.
- monitors the contractually agreed reporting of partners and ensures compliance with GIZ rules and regulations.
- checks the vouchers and receipts submitted by the projects/programmes for completeness and allocation to cost units and categories, and corrects these where necessary
- follows up on the detailed list of expenditures, statement of accounts submitted by the partner organization and on their cash flow and call of disbursements
- supports staff and trains partners on GIZ policies, rules and regulations.

C. Administration

- assists the running activities with all organisational issues and logistical organization of events
- coordinates travel, accommodation and transfer requirements for the staff
- monitors the availability of accessories and stocks and carries out procurement in accordance with guidelines
- procures materials and equipment locally, monitor markets, issues invitations to tender and processes orders in accordance with GIZ regulations
- assisting in managing confidential files, specifically in the areas of personnel and finance
- preparation of contracts for short term experts
- preparation of contracts for organizing events, hotels
- supports preparation and performs financial monitoring of Local Subsidy contracts and Financial Agreements with partners

D. Finance and Accounting

- supports the system for planning and monitoring of expenditures for all project activities
- helps prepare the monthly budget planning of the project
- prepare and assist the annual internal project control
- monitors the project inventory using On-Site Asset software tool
- checks requests for funds before release

E. Other duties

- performs other duties and tasks at the request of the supervisor
- supports the project knowledge management (e.g. by filing in DMS)
- participates in internal and external meetings and workshops and assists with documenting, e.g. taking minutes
- supports overall project planning and monitoring
- assists in preparing reports
- conducts surveys and research in administrative matters

F. Required qualifications, competencies and experience

Qualifications:

- University degree in relevant specialisation and qualification in business administration is desirable (equivalent of BA or MBA)

Professional experience:

- More than 3 years' professional experience in a comparable position
- experience in grant and financial management.
- experience providing capacity development assistance to sub-grantees strongly preferred

Other knowledge, additional competences:

- 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
- understanding of financial planning and accounting
- knowledge on Financing arrangements preferably within GIZ or other development cooperation organisations
- team spirit, contributing actively to the team
- very good communication skills, esp. in dealing with people
- strongly developed social and intercultural competences
- Knowledge of Serbian/Croatian, Albanian would be an asset

How to apply:

Qualified candidates are invited to submit their electronic application in English language consisting of a Letter of Motivation, CV 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 .

Only selected applicants will be invited to an interview following the evaluation of application letters and CVs. Candidates who have not been contacted should consider that there will be no follow-up to their application.

Subject of the email: REF: Job Application – Administrative Assistant

Deadline for the application: 10.08.2022