

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
Social Inclusion for Disadvantaged Groups (SoRi III) and Preventing and Combating Trafficking in
Human Beings (PaCT), offers the vacancy of:

Administrative Assistant

Duration: Employment is planned to start in November 2022. We offer a contract of limited duration until November 2023 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

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

- providing 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;
- Capable of working under pressure.

How to apply: Applications should be submitted by e-mail to hr-nordmazedonien@giz.de with a letter of interest and a detailed CV in English using the [‘European Curriculum Vitae Format’](#).

!!! 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.

Application period: 04.10.2022 – 16.10.2022

Please indicate REF: Job Application – Administrative Assistant PaCT/SoRI III

Applicants will be short-listed on the basis of their CVs, and ONLY short-listed candidates will be invited for an interview.