

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,  
Open Regional Fund for South-East Region, Modernization of Municipal Services (ORF MMS), 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:**

- The Administrative Assistant position is in the ORF MMS office in Skopje and will:
- provide administrative services to the ORF MMS, with focus on the sub-project Regional Capacity Development Network for Water and Sanitation Services (RCDN)
- support all administrative, organisational, and financial activities in close cooperation with the other Fund regional offices
- deal with all specialist matters associated with processing offers and commissions, finance, monitoring costs, IT and perform all other organisational and administrative tasks
- work closely and constructively with all internal and external colleagues within the delegated responsibilities and ensures that the administration of all processes runs smoothly and in line with GIZ's policies and procedures
- ensure linking administrative with operational implementation supports the technical staff.

**Candidate qualifications, skills and preparedness:**

- University degree in relevant specialization and qualification in business administration desirable, but not limited to (equivalent of BA or MBA)
- working knowledge of MS Office
- very good knowledge of the English language
- ideally a basic knowledge of German, while Serbian/ Bosnian/ Montenegrin, Albanian would be an asset
- basic understanding of administration and finances
- team spirit, contributing actively to the team
- very good communication skills, esp. in dealing with people
- strongly developed social and intercultural competences
- willingness to upskill as required by the tasks to be performed (corresponding measures to be agreed with the manager)
- willingness to do business trips in the region.
- professional experience in comparable position will be considered as an asset

**How to apply:** Applications should be submitted by e-mail to [hr-nordmazedonien@giz.de](mailto: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: 03.10.2022 – 16.10.2022**

**Please indicate REF: Job Application – Administrative Assistant MMS**

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