

WE ARE HIRING

Job Role: Office Manager
Reports to: Team Leader
Contract Duration: 2 Years
Location: Accra



Implemented by:
giz Deutsche Gesellschaft für Internationale Zusammenarbeit

Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs; and Peaceful and Inclusive Societies, which focuses on good governance

Project Brief:

The regional project Agribusiness Facility for Africa (ABF) supports rural micro, small and medium-sized enterprises (MSMEs) in realising their potential as suppliers, investors and employers by providing broad-based, cost-effective advice and training on business management and business models. The agricultural sector is particularly vulnerable to the effects of climate change. The regional project has therefore adapted agricultural practices to climate change in its training courses. The resilient measures promote climate protection and contribute to the preservation of biodiversity. Since March 2023, the two projects ABF and Market-Oriented Value Chains for Jobs and Growth in the ECOWAS Region (MOVE) have been implementing the EU project Business Support Facility for Resilient Agricultural Value Chains. The co-financing initiative aims to enhance the capacities of stakeholders involved in the agricultural value chains (AVCs) of maize, cashew, cocoa and livestock in Africa, the Caribbean and the Pacific, with a view to fostering investment

Scope of Role:

The office manager assists management and the team in the smooth running of the day-to-day operational activities of the project.

Tasks:

- Welcome visitors, answer and accept phone calls and messages.
- Register, document, organize, and distribute incoming and outgoing correspondence (packages and personal delivered messages).
- Coordinate and organize rooms for meetings/ events/ workshops.
- Coordinate with the responsible person to arrange equipment, logistics, and other requirements for meetings
- Assist in creating and maintaining a filing system for the office, treat information confidentially, specifically in the areas of personnel and finance.
- Assist with checking invoices for goods, vouchers and payment instructions.
- Maintain the inventory list for the office.
- Assist with the safe transport of persons and goods to and from the office.
- Assist with flight bookings and event management.
- Perform other duties and tasks at the request of management

Profile:

- Bachelor's Degree/Diploma in Business Administration or other discipline relevant to the position.
- At least three 3 years professional experience in a comparable position.
- Good organizational and management skills.
- Good command of English.
- Excellent team player with the ability to work with little supervision.
- Polite and helpful when dealing with visitors.
- Willing to update skills as required by the tasks to be performed and agreed with management.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to recruitment-ghana@giz.de under the **Job Code 2025/OM/15/05**. If you do not hear from us four (4) weeks after the deadline, please consider your application unsuccessful.

GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are encouraged to apply.

 **Closing date:** 28.05.2025