

# WE ARE HIRING

**Job Role:** Human Resources Specialist  
**Reports to:** Head of HR  
**Contract Duration:** Initial two (2) years (Subject to renewal)  
**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.

## Scope of Role:

The role is part of the Country Office HR team and provides critical HR services to both the Country Office units and more importantly the projects runned by GIZ Ghana. The role is to support in the implementation of good HR services and practices in the Country Office in alignment with GIZ HR Strategy in recruitment, employee relations, interviews, contract management, support to the Head of HR and the entire HR Team.

## Tasks:

- Organizes and directs the recruitment and hiring process in accordance with GIZ standards compliant to National Labour Laws.
- Assists in developing/updating job descriptions and required profiles and ensure publication in appropriate media platforms.
- Shortlists incoming applications based on requirements or hiring criteria and organizes the selection process (e.g. interviews) in conjunction with recruiting managers/projects.
- Notify successful and unsuccessful applicants, document the selection process and archive the documentation appropriately.
- Draws up the appropriate contract based on national labour laws and the GIZ standards and procedures.
- Assists with all other organizational and administrative processing stages, e.g. monthly update of entries in SAP HR application for national personnel.
- Updates information on employment conditions for national on personnel file in consultation with the Head of HR.
- Maintains employee files and ensuring they are up to date with all required documentation
- Creates, implements and manages onboarding plans from inception to completion for all new employees including NMAs, AMAs, NSPs and Interns.
- Provides support and advise management in appropriate resolution of employee relations issues in consultation with Head of HR.
- Assist in the formulation/update of human resource policies and procedures for management approval.
- Develop strong relationship and partner with Team leaders and employees to provide support on HR issues, policies and procedures.

## Profile:

- Minimum of a Bachelors' degree preferably in Human Resource Management/Psychology or a related field.
- At least 5 years of professional experience in a comparable position.
- Experience with recruitment planning, back-stopping.
- Shortlisting, interviewing and placement.
- Experience in development cooperation environment.
- Experience with HRIS/Applicant Tracking databases is a plus.
- Experience with Visa and Immigration process handling
- Good knowledge of industrial relations.
- Experience in advising on HR issues

## How to Apply:

Interested and suitable applicants are to forward their Curriculum Vitae (C.V.) and a one-page cover letter stating their motivation to the position and added value to the project to [recruitment-ghana@giz.de](mailto:recruitment-ghana@giz.de) quoting the **Job Code 2025/HR-CO/07/28**. 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.**