

WE ARE HIRING

Job Role: Receptionist
Reports to: Senior Portfolio Manager
Contract Duration: Until 31.07.2027
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 GIZ Country Office in Accra, Ghana, is seeking a Receptionist to serve as the first point of contact, representing GIZ in a professional and welcoming manner. The Receptionist will be responsible for managing front-desk operations, handling general inquiries, coordinating meeting logistics, and supporting administrative tasks to ensure smooth day-to-day operations at the office.

Tasks:

- Answer and direct phone calls at the reception in a polite and friendly manner.
- Welcome visitors and provide information, notify staff about visitors, and direct calls and visitors appropriately.
- Maintain the reception area and all common areas in a clean and tidy manner at all times.
- Operate standard office equipment on a regular basis.
- Keep detailed and accurate records of visitor requests and of calls received.
- Register, document and organize incoming and outgoing correspondence; receive deliveries and distribute incoming mail.
- Maintain contact and provide information to the Development Workers (DW) as the DW Focal Person, including administrative support like scheduling onboarding, processing allowances, following up on payments, acquisition of Non-Citizen Ghana Card.
- Update the DW manual and onboarding checklist on IDA, manage the DW folder on SharePoint, file all relevant DW related documents on the data management system (dms).
- Receive, sort and file tender documents, scheduling bid openings, and participate in bid openings for shortlisted tenders for goods.
- Perform other duties and tasks at the request of management.

Profile:

- BSc. Administration or similar qualification.
- At least three 3 to five 5 years work experience in a comparable position
- Good working knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer applications. (e.g., MS Office)
- Excellent organisational and management skills.
- Excellent communication skills in written and verbal, incl. over the phone.
- Good knowledge of the English language, ideally knowledge of German.
- Comfortable multi-tasking and prioritizing tasks without guidance.
- Excellent interpersonal skills.
- Punctual with strong attendance history.

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/RE/22/07**. 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: 05.08.2025