

# WE ARE HIRING

**Job Role:** Gender and Diversity Specialist  
**Reports to:** Portfolio Manager  
**Contract Duration:** Initially 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 of the Gender & Diversity Specialist is to support the country management of GIZ Ghana in identifying main gender equality and diversity related gaps, in defining priorities and actions concretely addressing these gaps. The Gender & Diversity Specialist contributes to the institutionalization and mainstreaming of gender transformative activities.

## Tasks:

- Support GIZ Ghana within the framework of GIZ gender strategy and operational regulations to systematically promote gender equality and gender transformation both for GIZ Ghana staff, target groups and beneficiaries of project activities.
- Continuously and systematically analyse GIZ Ghana operations with a view on strengthening gender equality and diversity aspects and provide recommendations to project staff, program leaders and country management in this regard.
- Advise and develop capacities of program heads and gender focal persons at project level on gender-related corporate requirements in commission management such as gender markers in appraisal missions/offers; integration of gender analysis results in project concepts/indicators; on establishing gender-sensitive result-based monitoring systems; gender sensitive communication and on reporting on gender in progress reports.
- Sensitize project and country office staff on matters and opportunities related to gender equality and diversity management, incl. on specific aspects of inclusion and gender equality for displaced population groups.
- Support and advise on the strategic orientation of the gender policy in Ghana as well as on its respective internal and external communication.
- Provide regular updates on the development of gender related matters in Ghana and Africa for projects and country office learning and adopt best practice, monitor and report on gender matters, create avenues to manage and share knowledge on gender and diversity related matters.
- Develop internal gender equality documents, revise and adopt existing documents and templates to specific project contexts and report on GIZ Ghana gender equality and diversity management to GIZ Head Office.
- In charge of development, steering and implementation of the annual GIZ Ghana Gender Action Plan as well as the Diversity Action Plan within the framework of corporate guidelines.
- Support project staff in reporting on gender development and highlighting successes as well as challenges.
- Develop training modules and train gender and communication focal persons in Country Office, as well as project and programme staff GIZ on gender strategy, implementation requirements and adopted measures.
- Cooperate closely with the GIZ Gender Network, regularly participate and actively contribute to GIZ Gender network meetings.

## Profile:

- First degree in social science, gender studies or related field.
- Comprehensive knowledge of the concepts of gender equality and gender mainstreaming.
- A minimum of 3 years of practical experience in the implementation of gender main-streaming approaches in programmes and/or at institutional level.
- Strong analytical, negotiation and advisory skills.
- Ability to express oneself well both verbally and in writing; polished, target-group oriented style.
- Strong coordination skills in order to bring together stakeholders while balancing their interests.
- Experience with the design and implementation of gender sensitive result-based monitoring systems desirable.
- Work experience in international organisation desirable.

## How to Apply:

Interested and suitable applicants are welcome to forward their Curriculum Vitae (C.V.) and a one-page cover letter stating their motivation to the position and added value to the organisation to [recruitment-ghana@giz.de](mailto:recruitment-ghana@giz.de) quoting the **Job Code 2025/GS/CO/09/09 - Your Name**.

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: 23.09.2025**