

# WE ARE HIRING

**Job Role:** Administrative Specialist

**Reports to:** Head of Programme

**Project duration:** Until 31.07.2028

**Location:** Accra



Implemented by:  
**giz** 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 in Ghana cover three priority areas: Climate and Energy, Just Transition; Sustainable Economic Development, Training and Employment, and Peaceful and Inclusive Societies, which focuses on good governance.

## Project Brief:

The government's goal is to establish Ghana as a pharmaceutical manufacturing hub in West Africa and beyond. GIZ is supporting this plan to be more self-sufficient in pharmaceutical and vaccine manufacturing. On behalf of the German Development Ministry (BMZ) and the European Union, GIZ implements the PharmaVax Ghana programme as part of the Team Europe Initiative on Manufacturing and Access to Vaccines, Medicines and Health Technologies in Africa (MAV+), under which Europe supports African partners to boost local production. The programme works with Ghanaian and international partners such as public authorities, the private sector, and research.

## Scope of Role:

The Administrative Specialist plays a key role in ensuring the smooth implementation of the PharmaVax Ghana programme. As the backbone of the project's internal operations, the position ensures efficient coordination, administrative compliance, and logistical support across all four components. Working closely with the team leader and technical advisors, the Administrative Specialist facilitates communication, organization, and resource management to enable the team to deliver results effectively.

## Tasks:


- Organize and manage programs and events both internally for the team and externally for project-related activities.
- Assist in the preparation of contract documentation.
- Monitor and manage project inventory by recording inputs and keeping a detailed track of resources and supplies.
- Establish a framework for team building activities and internal welfare structures. This involves a structured system that promotes teamwork, employee well-being, and efficient payment processes within the team.
- Provide administrative support for team, i.e. having all documents to be submitted ready for signing, scheduling meetings for team projects, stationary request and stock taking.
- Lead coordination of logistics (drivers) for all technical advisors in and out of Accra (tbd depending on new car pool structure)
- Supporting the Team Leader in administrative capacity
- Overseeing significant procurement processes of essential resources in a cost-effective way.
- Prepare the documentation for services and purchases, i.e. drafting contracts for services and putting together invoices, receipts, or any necessary paperwork to formalize and record transaction.
- Co-Manages the Document Management System of folders for the programme.

## Profile:

- University degree in business administration, management, social sciences, or a related field
- At least 3–5 years of relevant professional experience in administrative or project support
- Strong organizational and coordination skills, with the ability to manage multiple tasks efficiently and independently
- Proven experience in procurement, logistics, and contract management processes
- High level of reliability, accuracy, and attention to detail
- Excellent communication and interpersonal skills, combining assertiveness with sensitivity in a multicultural team
- Demonstrated resilience and ability to deliver high-quality results even under pressure or tight deadlines
- Proactive and solution-oriented mindset with a strong sense of responsibility
- Strong computer literacy, especially in MS Office (Word, Excel, Outlook, Teams); experience with SAP is an asset
- Very good written and spoken English skills; German language skills are an asset

## 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](mailto:recruitment-ghana@giz.de) under the **Job Code 2025/PharmaVax/30/10**. 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: 14<sup>th</sup> November 2025**