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| Salary Band 2A | Office Manager - Country Office |
| Reports to: | Country Director |
| Duty Station: | Country Office - Hatfield, Pretoria |
| Start Date: | January 2026 |

1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** works worldwide on behalf of the German Government and international Partner in more than 130 countries for a future worth living. Together with our partners, we create opportunities and sustainably improve people's lives. Through our networks, we turn international agendas into action – with a global vision and local impact. GIZ is owned by the German Government working as a publicly owned corporation.

In **South Africa, Lesotho and Eswatini** GIZ implements programs with approx. 300 staff on behalf of the German Government and other international partners like the European Union and the Swiss Government (SECO).

The **GIZ Country Office** located in **Hatfield, Pretoria**, responsible for all GIZ operations in South Africa, Lesotho and Eswatini, is looking to fill the position of an **Office Manager**, supporting the **Country Director**.

A. TASKS AND RESPONSIBILITIES

The **Office Manager** is responsible for:

- ❖ In your role you perform the specified commercial, organisational and administrative tasks correctly and on schedule in collaboration and consultation with your line manager, in accordance with the specified objective and with due regards for legal, contractual and internal requirements and procedures.
- ❖ In this context, you deal independently with specialist matters and use the necessary digital tools for knowledge management. Your main tasks include ensuring that day-to-day business runs smoothly. You respond to written enquiries, reply to non-standard queries, prepare reports and correspondence and translate texts, where necessary.
- ❖ Your key duties include maintaining appropriate internal and external communications. You have the multilingual skills required to deal with specialised contexts.

- ❖ In response to enquiries, you provide general information within your specialist area based on established processes and with due regard for compliance rules. You also provide information and advice on internal workflows.
- ❖ You provide support for knowledge management and ongoing process development in your area of responsibility. You also prepare and share documentation.

B. TASKS:

- ❖ Event and Meeting Management: Organising and supporting meetings, workshops, and seminars, including invitation management. Tasks include coordinating logistics, managing calendars, contacting and confirming participants, presenters and moderators and archiving materials.
- ❖ Business Communication: Proactively managing formal communication of the Country Director, management of meetings, invitations, emails and other relevant correspondence, ensuring timely responses.
- ❖ Travel Management: Supporting in organising and documenting business trips.
- ❖ Record and File Management: Maintaining accurate records of activities and resources and filing documents in line with GIZ guidelines.
- ❖ Planning and Coordination: Managing absence calendars, monitoring event schedules, and keeping track of updates, holidays, absences to ensure proper coordination.
- ❖ Knowledge Management: Managing distribution lists and contacts, contributing to databases, and other systems of information and supporting the projects' efforts to maintain, update, and share information.
- ❖ Office Support: Ensuring the smooth operation of communication systems, e.g. liaising with IT support, maintaining office supplies, and managing general administrative tasks to ensure the smooth running of the office.
- ❖ Logistics: Assisting with logistical and practical arrangements, including for guests and delegations.
- ❖ Collaboration: Working closely with other units and team members, contributing to cross-functional initiatives such as knowledge and portfolio management.
- ❖ Additional Duties: Performing other tasks as assigned by the line manager.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

Qualifications:

- ❖ BA in Business Administration, Economics or Public Administration, or a related field.

- ❖ Additional certifications in project management and international cooperation are an advantage

Professional Experience

- At least 3-5 years of professional experience in a comparable position.

Technical Competences

- ❖ Excellent written and verbal communication skills, with proficiency in English required and additional knowledge of German languages highly desirable.
- ❖ Proven ability to engage effectively with diverse internal and external stakeholders.
- ❖ Proficiency in using digital tools for office management, knowledge management, and communication (e.g., MS Office Suite, collaboration platforms).
- ❖ Strong organizational skills with attention to detail and the ability to manage multiple tasks and deadlines efficiently.

D. ADDITIONAL INFORMATION

- ❖ This position is based in the GIZ South Africa/Lesotho/eSwatini Country Office in Pretoria, Hatfield.
- ❖ At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- ❖ GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- ❖ GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting:

1. **Cover/Motivation Letter** in PDF format (max. 2 pages) clearly stating why they should be the preferred candidate, the value added they will bring to the country office and their basic salary expectation range.
2. A **detailed CV (max.4 pages)** in PDF format.

The application should be submitted to: recruit-pretoria@giz.de, with the following line “**Application for Office Manager – Country Office**” for the attention of Head of Human Resource – Dorothee Taaibosch.

We expressly welcome applications from women and historically marginalized groups.

Closing date for applications **07th of November 2025**, midnight @ 11h59.

Please note that only shortlisted candidates and meets requirements will be considered
Applications without a motivation letter will not be considered!