

# WE ARE HIRING

**Job Role:** Office Manager  
**Reports to:** Programme Manager  
**Contract Duration:** 31.12.2028  
**Location:** Accra



Implemented by:  
**giz**  
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 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 Private Sector and Innovation Promotion (PSInno) programme supports growth-oriented enterprises in Ghana, with a focus on agro-processing, innovation, and the digital economy. Building on earlier private-sector and entrepreneurship initiatives, the programme helps small and medium-sized enterprises (SMEs) strengthen their competitiveness and operate more sustainably.

PSInno improves access to markets and finance, enhances entrepreneurial and digital skills, and promotes innovative business models. By enabling SMEs to capture new opportunities locally and internationally, the programme contributes to higher business growth, stronger sector performance, and expanded employment.

## Scope of Role:

The Office Manager will primarily be responsible for ensuring the day-to-day operations of the PSInno office in Accra, including effective and efficient administrative tasks, basic financial management, and coordination with all stakeholders.

## Tasks:

- Manage incoming and outgoing correspondence and support dialogue between internal and external stakeholders.
- Initiate and administer electronic invitations and act as administrative host for meetings with (inter-) national participants.
- Coordinate all administrative and organizational aspects of the preparation of training sessions and any other kind of events (invitations, registration, trainers, logistics, evaluations, etc.).
- Create and maintain a filing system for the centre.
- Coordinate bookkeeping and carry out petty cash management and invoicing.
- Carry out procurement tasks and maintains data relevant for tenders in appropriate software.
- Check invoices for goods, vouchers, payment instructions and deals and enter accounting documents in the accounting software.
- Carry out the follow-up of the closing and balance of the monthly accounts and compare against budgetary allocations.
- Coordinates and monitor schedules and ensure agreed blocks of time are kept clear for planned events.

## Profile:

- University degree in Business Administration/Office management or similar area.
- At least 2 to 4 years professional experience in a comparable position.
- Excellent working knowledge of ICT technologies and computer applications (especially MS Office, experience with accounting software is considered an asset).
- Very good knowledge of the English language and excellent oral and written communication skills.
- Highly organized and ability to multitask and work without daily supervision.
- Good time management and organizational skills and customer and service-oriented attitude.
- Ability to develop and carry out work plans and solve problems independently with a creative and pragmatic approach.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

## 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 2026/OM-ACC/08/01**. 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:** 21.01.2026