

<b>Va no.</b>	009
<b>Job title:</b>	<b>Hospitality Officer</b>
<b>Min. Qualification:</b>	Not more than Secondary school education.
<b>Organization:</b>	GIZ Nigeria, ZME programme
<b>Place:</b>	Lagos
<b>Salary:</b>	According to GIZ salary scale for Band 1
<b>Closing date of advert</b>	06.02.2026
<b>Background:</b>	<p><b>GIZ Solutions that work.</b></p> <p>As a service provider in the field of international cooperation for sustainable development and international education work, we are dedicated to shaping a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment promotion, energy and the environment, and peace and security. The diverse expertise of our federal enterprise is in demand around the globe – from the German government, European union institutions, the United Nations, the private sector, and governments of other countries. We work with businesses, civil society actors and research institutions, fostering successful interaction between development policy and other policy fields and areas of activity. Our main commissioning party is the German federal ministry for economic cooperation and development (BMZ). The registered offices of GIZ are in Bonn and Eschborn. Our approximately 23,500 employees, almost 70 percent of whom are national personnel, work in around 120 countries (July 2020)</p> <p>GIZ has worked in Nigeria since 1974. Since 2004, GIZ has maintained a country office in the capital city Abuja. Currently 466 national and 63 international employees, 37 regional staff, 4 integrated specialists and 3 development workers are working in the country (January 2025).</p>
<b>The project:</b>	<p><b>Zentrum für Migration und Entwicklung (ZME)</b></p> <p>The global programme, Zentrum für Migration und Entwicklung (ZME), commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), has the objective that partner structures are equipped to assist specific target groups on a sustainable basis with regular labour and educational migration, voluntary return, sustainable reintegration and regional migration. ZME is a follow-up programme to the Programme</p>

	<p>Migration for Development (PME). In close partnership with the Nigerian Federal Ministry of Labour and Employment (FMLE), precisely the Migrant Resource Centers (MRC), ZME had established a structure for employment promotion, migration and reintegration advice namely, the Nigerian German Center for Jobs, Migration and Reintegration (NGC).</p> <p>The NGC provides individual counseling services and advice on prospects for both returning and potential migrants in Nigeria, economic (re-)integration support, information on vocational and educational perspectives and employment opportunities including entrepreneurship and self-employment. In the context of ZME, the NGC strengthens the capacity of partner structures (FMLE) to provide target group-specific services for regular and safe labour and educational migration, regional migration and reintegration. On the one hand, this includes strengthening the capacity of FMLE for effective management of safe, orderly and regular regional migration. On the other hand, it strives for the alignment of advisory input and procedures for safe, orderly and regular training and labour migration with the needs of Nigeria and the countries of destination. It also ensures the provision of support services that are gender and target group-specific to the FMLE, as well as ensuring that the special needs of returning migrants are met.</p>
<p><b>Responsibilities &amp; tasks:</b></p>	<p><b>A. Tasks</b></p> <p><b>1. Office services</b></p> <p>The Hospitality officer</p> <ul style="list-style-type: none"> <li>• Cleans the office premises, rooms, furniture, carpets and windows.</li> <li>• Check and refill including office supplies and articles in the washrooms.</li> <li>• Sets up and prepares the conference rooms for meetings.</li> <li>• Supplies the offices with hot and cold beverages and other catering services.</li> <li>• Provides services at meetings, e.g. Serves coffee and tea for guests and visitors.</li> <li>• Reports if stocks are low (e.g. beverages) and need to be replaced.</li> </ul> <p><b>2. Supports office communications and administration</b></p> <p>The Hospitality Officer</p> <ul style="list-style-type: none"> <li>• Supports office management or project logistics.</li> <li>• Makes photocopies and scans documents as needed.</li> <li>• Checks office supplies and restocks office materials.</li> <li>• Ensuring that intercom telephones and photocopiers are operational etc.</li> <li>• Carries out minor repairs as required to keep office equipment operational.</li> </ul>

	<p><b>3. General tasks</b></p> <p>The Hospitality Officer</p> <ul style="list-style-type: none"> <li>• Reports damage to office areas and equipment and organises and monitors maintenance and repair.</li> </ul>
	<p><b>B. Required qualifications, competences, and experience.</b></p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Not more than Secondary school education.</li> </ul> <p><b>Professional experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years' work experience in a comparable position with references.</li> </ul> <p><b>Other knowledge and additional competences</b></p> <ul style="list-style-type: none"> <li>• Ability to work with people in a diverse socio-cultural environment.</li> <li>• Prior experience working with an international development organization is desirable.</li> <li>• Sensitivity in handling and disposing of documents which may be important.</li> <li>• Reliability and organisational skills, appropriate appearance and clothing.</li> <li>• Knowledge of ITC technologies.</li> </ul>
Submission guideline:	<p>You are kindly requested to submit your <b>CV and letter of motivation as one document</b> with complete contact details via email to: <a href="mailto:recruitment-nigeria@giz.de">recruitment-nigeria@giz.de</a></p> <p><b>(Please include vacancy no. 009 in mail subject)</b></p> <p>GIZ is an equal opportunities employer committed to diversity. All qualified candidates, regardless of disability, age, sex, ethnicity, race, and religion are encouraged to apply.</p> <p>Please note that only shortlisted candidates will be contacted.</p>