

Salary band 3- Professional 3T	Junior Project Assistant
Reports to:	Head of Project
Duty Station:	Freetown, Sierra Leone
Project:	EET Project

Overview

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements projects and programmes based on a bi-lateral agreement between the Governments of Germany and Sierra Leone. As a provider of international cooperation services for sustainable development and international education work, we are dedicated to building 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, energy and the environment, and peace and security. GIZ has been working in Sierra Leone since 1963 with now more than 100 national and international personnel working in projects implemented together with our Sierra Leonean partners funded by the German Government, the EU, and others.

The GIZ project “Youth Employment Promotion through Socio-Ecological and Economic Transformation of selected Rural Value Chains” (EET) aims at strengthening MSMEs in selected value chains in Sierra Leone with respect to business and job creation aspects, particularly for women and youth. To this end, the project works in five main fields of action:

1. Support for MSMEs in selected agricultural value chains: Through a holistic value chain approach, tailored training and coaching as well as different financial support modalities, MSMEs in several agricultural value chains will be strengthened, production facilities optimized, and new products and supply chains developed. Supported value chains are the cassava, vegetables, poultry and cocoa/coffee value chains. The focus is on the creation of jobs for women and young people.
2. Strengthening the entrepreneurial ecosystem: Under this output, ministries and the central bank will be advised on improving the general framework conditions for MSMEs and economic growth as well as an improved access to finance for MSMEs.
3. Women economic empowerment: Women organisations and female entrepreneurs will be strengthened through training and mentoring along the 3R approach focusing on improved access to rights, representation and resources.
4. Improved Market access: Access to markets for agricultural producers, with a particular focus on women and young people, has been improved.
5. Inclusive TVET Systems: The vocational training system is more gender-responsive and better aligned with the needs of the labour market.

We are advertising the position of “**Junior Project Assistant**” in the EET Project in Freetown.

The Junior Project Assistant will provide project implementation, technical coordination, and operational support to the Freetown Office under the Socio-Ecological and Economic Transformation (EET) project in Sierra Leone. Based in Freetown, you will work closely with the project team to support the preparation, coordination, documentation, and follow-up of project activities in the main office, while also liaising remotely with the regional offices in Bo and Makeni and their administrative staff.

The position requires strong organizational, communication, and project support skills, as well as the ability to maintain effective working relationships with project and country office colleagues across different locations. You will contribute to technical and operational project support, including activity coordination, documentation, procurement and logistics follow-up, and information management, while ensuring compliance with GIZ rules and procedures. The role requires initiative, reliability, and the ability to support implementation processes within established guidelines.

A. Responsibilities

- Provide technical, operational, and coordination support to EET project activities and field operations.

- Support onboarding processes and the operational readiness of staff through timely coordination of required procedures and resources.
- Facilitate efficient technical and operational coordination between EET, the Country Office (CO), and regional offices.
- Ensure proper management of correspondence, records, project documentation, and relevant information flows.
- Support project implementation through logistical, procurement, travel, and activity coordination.
- Support procurement processes, contract preparation, and backstopping of small contracts linked to project activities.
- Support the maintenance of accurate project databases, inventories, filing systems, and implementation records.
- Contribute to quality assurance and compliance with organizational procedures related to audits, asset management, project documentation, and office operations.

B. Tasks

Specific tasks of the Junior Project Assistant in Freetown include, but are not limited to:

Technical and Implementation Support

- Prepare and process purchase requisitions for project activities in accordance with internal procedures.
- Support the preparation, documentation, and implementation follow-up of local contracts.
- Coordinate logistical and organisational arrangements for meetings, workshops, trainings, and events that support project implementation.
- Coordinate travel and mission arrangements for staff, consultants, visitors from Headquarters, and partners in liaison with the CO travel focal point, ensuring timely preparation of supporting documentation.
- Follow up on action points, documentation requirements, and deadlines related to project activities.

Project Coordination, Documentation and Operational Support

- Manage the receipt, routing, filing, and follow-up of incoming and outgoing correspondence, official documents, and mail to support effective project communication.
- Coordinate the transfer of documents, assets, and relevant project information between EET, the CO, other projects, and regional offices.
- Maintain organised physical and electronic filing systems to ensure that project records and supporting documents are accessible and up to date.
- Coordinate visitor registration for the Freetown office and ensure compliance with security and visitor procedures.
- Support onboarding of new staff by coordinating required documentation, IT equipment, office access, and other operational arrangements.
- Facilitate the handover and return of staff items (phones, laptops, ID cards) and maintain accurate supporting documentation.
- Update and maintain project databases and records, including staff lists, email distribution lists, signature authorisation records, and other implementation-related information.
- Support internal and external audits by preparing, checking, and providing required project documentation.

Coordination and Quality Support with Regional Offices and the Country Office

- Review the completeness and quality of project support documents submitted between EET and the CO, including travel requests and travel claims.
- Support inventory and asset management processes in coordination with the CO focal person, ensuring accurate records for project assets.
- Assist in annual physical inventory exercises and asset disposal or transfer processes, including preparation and follow-up of required documentation.
- Ensure adequate availability of office supplies and consumables required for the smooth implementation of activities in the Freetown office and regional offices in Bo and Makeni.
- Maintain regular coordination and operational follow-up with regional offices.

Supervision Received and Exercised

Receives general direction from the Head of Project.

C. Required qualifications, competences, and experience

Qualifications

- Bachelor's degree in Business Administration, Project Management, Logistics, Management, Social Sciences, or a related field.
- Good organizational, coordination, and project support skills.
- Ability to manage project records, filing systems, databases, and supporting documentation accurately.
- Ability to coordinate multiple workstreams, follow up on action points, and meet deadlines.
- Excellent working knowledge of Microsoft Word, Outlook, Excel, PowerPoint and Teams.
- English, also in reading and writing level C2, is a must.

Professional experience

- First relevant professional experience in project support, technical or operational coordination, logistics, administration, or office coordination (e.g. through an internship)
- Experience working with NGOs, development cooperation organizations, or international projects is an advantage.

Mode of Application:

Suitable candidates are invited to apply **not later than 10.06.2026** with this ref: **Junior Project Assistant** in the EET Project in Freetown.

Applications include:

- Cover letter
- CV (including work experience and references)
- Photocopies of certificates

To be submitted **to the email address recruitmentsl@giz.de**. Only applicants shortlisted will be contacted for an interview. GIZ-Sierra Leone is an equal-opportunity employer, and therefore women are strongly encouraged to apply. For this position part-time work with flexible working hours can be agreed.