

Career opportunity with GIZ

The German Ministry for Economic Cooperation and Development (BMZ) has commissioned the Gesellschaft für Internationale Zusammenarbeit (GIZ) with implementing the “Strengthening Good Governance in Sudan” Programme. This intervention aims to strengthen Sudanese civil society actors in their efforts to contribute to peaceful and inclusive development in Sudan.

The programme comprises four areas of intervention, namely 1) strengthening the capacities of Sudanese civil society actors to continue their work outside and inside of Sudan, 2) supporting civil society actors to implement peace and social cohesion measures , 3) to connect Sudanese civil society and to elevate their voices in shaping peaceful development as well as 4) to support adaptive and context-sensitive implementation.

Within intervention area 2, the “Enhancing Good Governance in Sudan” Programme has set up the Qudra Fund with the aim to provide small grants, organizational development support and networking opportunities to selected organisations working towards a peaceful and inclusive development in Sudan. A Call for Proposal has been launched in autumn 2025 to support small- to mid-sized Sudanese civil society organisations (CSOs) with the following thematic focus areas:

- Countering Disinformation and Hate Speech
- Women Empowerment
- Local Conflict Resolution
- Civic Education

GIZ Uganda is recruiting an Administrative Specialist to support with financial, contractual and administrative tasks of the programme.

Title	Administrative Specialist Enhancing Good Governance in Sudan Programme
Reports to:	Head of Project
Duty Station:	Kampala, Uganda
Contract Duration:	Until 31.12.2027, with a possibility for extension
Ref No:	GIZ-EGGSP/AS/0526015

We encourage women, people with disabilities and minority groups to apply for this position. GIZ is committed to equal opportunities and diversity of perspective at the workplace.

A. Key Responsibilities

The Administrative Specialist will be responsible for:

- Preparation of local contracts (service contracts, local subsidies).
- Providing advice to Partner organisations on finance & contracts issues.
- Providing administrative support for project-related events and activities in Uganda.

The Administrative Specialist performs the following tasks:

B. Specific Tasks

Preparation of local contracts (service contracts, local subsidies)

- Conducting Financial and Legal Eligibility Checks for potential recipients of financing agreements as per GIZ guidelines
- Preparing tender processes relevant for the programme
- Assessing budgets of potential programme partners regarding plausibility.

Providing advice to Partner organisations on finance & contracts issues

- Orientation sessions on GIZ regulations for contractual partners.
- Accompanying implementation and providing advice on finance & contracts issues as needed.
- Conducting spot checks.

Setting up a comprehensive work package supporting partner organisations with the introduction of proper accounting systems

- Conducting needs assessment and conceptualizing the work package (incl. procurement of software licences, technical support for software installation; training development and provision of backstopping).
- Drafting Terms of Reference and other relevant documents for service procurement;
- Steering the service provider during implementation.
- Quality assurance in coordination with Service Provider and partner organisations.

Providing administrative support for project-related events and activities in Uganda and other tasks

- Preparing procurements and tender processes relevant to in-kind programme activities in Uganda such as conferences, workshops, consultancy contracts.
- Supporting the project team during project-related events and activities.
- Providing administrative assistance for relevant project contracts and finance processes (re Local Subsidies) in coordination with relevant Service Units in other Countries, particularly Kenya.

Communication

- Ensuring regular, transparent and pro-active communication within the programme financial team and the programme management.
- Ensuring regular, transparent and pro-active communication with the GIZ Uganda's admin and finance unit.
- Ensuring documentation of financial and contractual processes.

Project Inventory Management

- Setting up and maintaining the inventory for the Sudan Governance Project
- Assisting Finance management Staff from other Sudan projects with inventory management

Other Duties/Additional Tasks

- Perform other duties and tasks at the request of management.

C. Required qualifications, competences, and experience.

Qualifications.

Bachelor's degree in Business Administration, Economics, Law or other related field.

Professional experience

- 5 years of professional working experience in a similar position for GIZ, donor agencies, non-governmental organisations or other international organisations.

- Experience in providing capacity development on finance and admin topics
- 4 years of relevant work experience in Sudan. Proven knowledge of Sudan and its civil society
- Experience with administration of co-financing arrangements.

Other knowledge, additional competences.

- Accuracy and efficiency.
- Strong organizational skills.
- Trustworthiness, accountability, and initiative.
- Ability to work with minimum supervision.
- Good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. MS Office).
- Proficiency in English; excellent command of Arabic.
- Ability to work under pressure/tight deadlines.

How to Apply

- Applications and CVs should be in one document and a maximum of 5 pages only and sent electronically, quoting the position and reference number.
- Please include name and contact of three references. One official reference from your current workplace is a MUST.
- Eligible candidates are encouraged to apply to the Head of Human Resources by email to vacancy@futureoptions.org until **11:59pm** on **Sunday 14th June 2026**.

Please note: This is a national position. Only the shortlisted candidates will be contacted.

Disclaimer: GIZ DOES NOT charge any kind of FEE(s) at whichever stage of the recruitment process.