

# WE ARE HIRING

**Job Role:** Junior Communication Specialist  
**Reports to:** Component Manager  
**Contract Duration:** 30.09.2027  
**Location:** Accra



Implemented by:  
**giz** Deutsche 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:

Participation, Accountability, and Integrity for a Resilient Democracy (PAIReD) is a programme implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), in partnership with the Ministry of Finance. The programme supports national and local public institutions in Ghana to promote citizen-centred, transparent, accountable, and trustworthy governance. It works with government institutions, civil society organisations, and 60 districts to strengthen public financial management, improve data-driven and inclusive planning, enhance the integration of land-use and development plans with budgets, and combat corruption through collaborative actions between state and non-state actors.

## Scope of Role:

The Junior Communications Specialist supports the implementation of communication strategies and activities for the Governance and Peace Cluster and the PAIReD programme. The role involves developing communication materials and digital content, documenting programme activities through photography and videography, managing communication assets and providing administrative and logistical support for communication initiatives, events, and stakeholder engagements to enhance the visibility and impact of the programme.

## Tasks:

- Edit and produce high-quality video content that showcases the Cluster's impact, programme activities, trainings, workshops, stakeholder engagements, conferences, internal and public events.
- Capture, edit and organise high-quality photographs for effective storytelling, documentation and reporting.
- Manage the knowledge management system, including digital archives, media libraries, communication databases, publications, and knowledge repositories, ensuring information and communication assets are properly stored, organised, and accessible.
- Oversee the use, maintenance and distribution of communication equipment and other assets, ensuring their availability, proper functioning and accurate tracking.
- Provide administrative and logistical support for communication activities, events, procurement processes, and stakeholder engagement initiatives.
- Document and track communication requests, ensuring deadlines are met and progress is effectively communicated.
- Perform other duties as assigned.

## Profile:

- Bachelor's degree and professional training in Graphic Design, Communication Studies, Visual Communication, Digital Media, or any related field. Relevant certifications and proven practical experience demonstrating the required knowledge and competencies will be an added advantage.
- A minimum of two years professional experience in a comparable position with a focus on photography, video editing, graphic design and administrative support in international development projects.
- Proven track record of developing high quality visual communication products, analogue and digital.
- Comprehensive knowledge of graphic design software/applications and processes, including Adobe Creative Cloud and Microsoft Office with proficiency in video editing.
- Flexibility and readiness to travel for assignments and field activities when required.
- Punctual, well-structured, and organized, with the ability to work effectively under time pressure.
- Strong proficiency in Microsoft Office applications, particularly MS Word, Excel, and PowerPoint.
- Strong capacity for effective teamwork, high degree of flexibility and ability to work under pressure to meet deadlines.

## 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/JCS/19/06**. 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:** 02.07.2026