

WE ARE HIRING

Job Role: Junior Technical Advisor
Reports to: Component Manager
Contract Duration: 31.05.2027
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:

GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the project “Promoting sustainable migration, decent work and professional qualifications”. It aims to enhance the employment prospects of young people in Ghana for both national and international labour markets. It supports the development of demand-oriented vocational training and labour market services while fostering regular labour migration. Through close cooperation with public and private partners, the project promotes decent work opportunities, strengthens institutional capacities, and facilitates recognition of professional qualifications.

Scope of Role:

The Junior Technical Advisor supports the implementation of activities under the Ghanaian-European Centre for Jobs, Migration and Development (GEC) by providing technical, administrative, communication, and coordination support to the Head of Centre, Component Manager, and Advisory Team. The role contributes to migration and reintegration initiatives, stakeholder engagement, information management, event coordination, client advisory services, and the overall delivery of the Centre’s objectives.

Tasks:

- Support the coordination and organization of team activities, including progress reporting and review processes.
- Ensure team members are informed of key deadlines, deliverables, and upcoming activities to facilitate the timely completion of tasks.
- Assist in the planning, coordination, and documentation of team meetings.
- Maintain and manage project knowledge and documentation across GIZ platforms, including MS Teams, DMS, and OneDrive.
- Coordinate onboarding activities and orientation sessions for new staff members.
- Support administrative processes related to facility management and project asset administration.
- Contribute to capacity-building activities for the Ministry of Labour, Jobs and Employment, the Labour Department, and other relevant partners.
- Prepare, review, and compile reports, briefing notes, research summaries, and other project-related documentation.
- Provide administrative and operational support to the team and undertake additional tasks as assigned by the Team Leader in line with the objectives of the position.

Profile:

- Bachelor’s degree in social sciences, health services or any other project related field.
- A minimum of one year of work experience in one of the fields: international development, project management, social work, public policies and other project related fields.
- Expertise in migration issues in Ghana, particularly in the areas of Migration and Development, Reintegration, and Employment.
- Experience working with and engaging international organizations and donors.
- Fluent in English (oral and written) and Ghanaian language.
- German language proficiency would be an asset.
- Excellent team-working and communication skills.
- Excellent organizational and interpersonal skills.
- 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.
- Willingness to travel in- and outside the country.

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 under the **Job Code 2026/JTA/02/06**. 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:** 16.06.2026