

WE ARE HIRING

Job Role: Junior Technical Advisor

Reports to: Team Leader

Contract Duration: Until 30.09.2027 (possibility of extension)

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:

Project: Support to Human Rights, Gender Equality and Civil Society in Ghana – The project contributes to the quality characteristic of gender equality, human rights and inclusion by focusing strongly on the relevant target groups and applying the tool of intersectionality. It contributes to the participation of women as well as disadvantaged groups of people in economic and social life. The project aims to strengthen the technical expertise of state human rights institutions, especially regarding discrimination, the phenomenon of intersectionality, and human rights protection in the digital space.

Scope of Role:

The Junior Technical Advisor will closely cooperate with the team leader and other experts to perform technical tasks concerning the project. He/she will be responsible for the technical, administrative and organizational implementation of the project's activities. In consultation with the team leader and the technical advisors of the team, he/she will assist tasks related to planning and monitoring of the project, including project administration tasks. He/she is also responsible for assisting in the support to both the partner organizations and external consultants contracted by the project and contribute to the quality of the commission's outcomes.

Tasks:

- Support with the preparation of technical project documents like concept notes, terms of reference and memoranda of understanding (MoUs) and workplans for project implementation.
- Support with preparation of contract documents for various projects.
- Support the design and the preparation of workshops, seminars, and other events.
- Support preparation of presentation materials for external and internal use.
- Support regular engagement and management with partner institutions and relevant stakeholders.
- Contribute to the reporting and knowledge management of S(HE) project.
- Support with the monitoring & evaluation of ongoing interventions within the S(HE) project.
- Carry out specific research tasks which are required for planning the implementation of projects.
- Participation in the planning, execution and documentation of meetings, workshops, seminars and other events.
- Provide technical support in the day-to-day activities of the project.
- Perform other duties and tasks at the request of management.
- Possible need to travel for events and training outside of Accra.

Profile:

- University degree in BA/BSc in social science, law, economics or similar area.
- At least two years' experience (internship or similar) in human rights and gender equality area.
- At least two years of experience in knowledge management, workshop organization and supporting project implementation with an international development organization.
- Strong analytical, conceptual, and writing skills.
- Good interpersonal, management and communication skills.
- Strong command of English language (both written and oral) is required; and knowledge of a national language will be an advantage.
- Proficiency in MS Office 365, basic knowledge of S4GIZ is an asset.
- Ability to multitask and work under pressure.
- Proactive attitude towards personal growth and institutional changes.
- Rendering result orientated performance.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

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 quoting the **Job Code 2026/JTA-SHE/09/07**. If you do not hear from us two (2) 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:

22.07.2026