WE ARE HIRING

Job Role: Technical Advisor

Reports to: Team Leader

Contract Duration: Until 30.09.2027 (possibility of extension)

Location: Accra

german cooperation
DEUTSCHE ZUSAMMENARBEIT

Implemented by: giz

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 Technical Advisor will closely cooperate with the team leader and other experts perform technical tasks concerning the project. He/she works autonomously and is responsible for the technical, administrative and organisational implementation of the project's activities. In consultation with the team leader, he/she assumes tasks related to planning and monitoring of the project, including project administration tasks. He/she is also responsible for providing specialist support both to the partner organisations and to external consultants contracted by the project and ensures the quality of the commission's outcomes.

Tasks:

- Delivers input to the overall capacity develop strategy of the project, respecting deadlines and budget specifications.
- Developing and maintaining a network of actors relevant for the programme.
- Develops terms of references for service contracts, manages the contracts as well as providing consultancy directly to the partner.
- Responsible for planning, coordinating, documenting, and reporting on relevant topics needed by results-based monitoring.
- Organises the exchange between partners and project stakeholders, conducts meetings, and provides minutes.
- Proactively develops networks and participates in the field of Human Rights and Gender.
- Draws up reports, establish a project database and supports in communicating, updating and collecting information needed by results-based monitoring.
- Ensures reporting and archiving of all relevant documentation.
- Responsible for the development of training concepts.
- In charge of organising and conducting training, workshops and monitoring the progress of project activities.
- Perform other duties and tasks at the request of management.
- Possible need to travel for events and training outside of Accra.
- Represent the interest of the GIZ-assisted measure and always act on its behalf.

Profile:

- Master degree in Law, Political, Social Sciences or similar, specialization in Human rights and Gender will be an advantage.
- Knowledge of Project Management. Knowledge of GIZ processes will be an advantage.
- Have a minimum of 5 years professional experience.
- Professional experience in working with international organisations (governmental or non-governmental), working with state actors such as Ministries or Human Rights Institutions would be an advantage. Experience in complaint mechanisms would be an advantage.
- Excellent knowledge of Microsoft Office, especially MS Team, Word, Excel, PowerPoint.
- Strong analytical skills and knowledge in quantitative/qualitative analysis, ability to produce structured reports.
- Ability to work under pressure, strong team orientation, cooperation, and negotiation skills.
- High sensibility and knowledge on Gender Equality and GBV.
- Strong strategic as well as excellent diplomatic and sensitive communication skills. Large networking experience.
- Excellent knowledge of English; and knowledge of a national language will be an advantage.
- Willingness to update skill and participate in training 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/TA-S(HE)/22/09** in the subject line. 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: 12.11.2026