



## Vacancy Announcement #125/2023

### **Administrative Assistant - Strengthening Rural Value Chains (Hawassa)**

**Application deadline: 17.07.2023**

**Duty station: Hawassa**

Strengthening Rural Value Chains (SRVC) in Ethiopia is a bilateral project funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), implemented by GIZ in collaboration with the ministry of Agriculture of the Federal Republic of Ethiopia. The project aims to improve the income and employment situation of the multiple actors along three strategically important agricultural value, namely Avocado, Onion and Soya bean. The SRVC project is mainly operating in three regional states of Ethiopia, Amhara, Oromia and Sidama regions. Regional coordination officers are functional including Oromia. In Sidama region the project implements its activities in all words of the region

#### **Responsibilities**

- Handling the Procurement and administrative activities for the two projects' implementation in the Sidama region
- Focal point for administration and Procurement at the office Sidama, and in liaison with GIZ Country office
- Ensuring that the provided services are done correctly and on a timely basis according to GIZ procurement Guidelines
- Ensure compliance with GIZ Rules and regulations
- Support and handle other HR related tasks as deemed necessary
- informing about trainings via adequate communication channels
- formulating standard operations procedures for training and development
- (co-) conducting selected trainings
- independent and pro-active follow-up of open tasks
- closely cooperating with the HR-Administration-Team
- keeping the balance between the HR-roles governance, service-orientation and strategic navigation

#### **Tasks**

##### **Administrative Tasks (Procurement/Events)**

- Initiate the procurement process, sending out inquiries, evaluation and awarding of the suppliers according to the GIZ rules for procurement up to Eur 1,000.00.
- Prepare service request documents.
- Taking minutes of meeting whenever is needed.
- Preparing official letters



- Filing of documents according to GIZ Rules & Regulation Event organizing including flight booking, hotel booking for workshops and trainings

### Financial Tasks

- Handles per diems and transport allowance for workshop participants
- Quality check of invoices from venues
- Prepares payment requests for utilities
- Initiation of vouchers including supporting documents and quality check audit proof documents,
- Taking a corrective action according to internal control report recommendation

### Logistics tasks

- Checking vehicle logbooks follow up and compile the report on monthly basis.
- Maintains and updates the inventory records in coordination with the logistics manager
- Receives and signs the GRN for inventory kept at the project office
- Maintains the stores and records for the consumable items.

### Other duties/additional tasks

- Takes up other duties as assigned by the supervisor and accountant specialist.

## Required qualifications, competencies, and experience

### Formal Education

- BA in Accounting, BA in Business Management, or comparable qualification

### Professional Experience:

- At least 3 years of professional working experience in a similar position

### Other experiences and skills

- Experience with IT-based accounting programs
- Good working knowledge of modern telecommunication systems
- Good interpersonal communication skills
- Good English command. German knowledge is an added advantage



### Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Ethiojobs and or [hreth@giz.de](mailto:hreth@giz.de)

**Note: Please make sure you mention the vacancy number and position ‘Administrative Assistant #125/2023 in the subject line of your email application.**

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

*Only short-listed candidates will be contacted.*

*We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.*

*Applications from qualified women are encouraged.*

*“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”*

**Internal candidates** shall submit their motivation letter along with their recent CV to: [ethiopia-internal-applicants@giz.de](mailto:ethiopia-internal-applicants@giz.de)

Before applying for the new position, internal candidates must seek approval from their line manager. This step prevents internal poaching or brain drain within GIZ.

Before arranging interviews, HR will ask the candidates to confirm in writing that their line managers are aware of their application. If the candidate has not informed the line manager, he/she must do this immediately or the application will be rejected.

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