



Vacancy Announcement #170/2023

Office Manager/ Administrative Specialist – Economic Transformation Cluster

Contract Duration: 30/09/2024

Application deadline: 16.10.2023

Duty station: Addis Ababa

Background

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German service provider in the field of international cooperation for sustainable development and international education work. We work to shape a future worth living in over 120 countries around the world.

The Economic Transformation Cluster bundles 10 projects related to private sector development with the aim to “Enhancing productivity and supporting the growth of a robust and profitable private sector which creates opportunities for employment and supports the socio-economic transformation of Ethiopia”.

The Economic Transformation Cluster is looking for an office manager who supports the Cluster Coordinator in organizational and Administrative issues.

Responsibilities and Tasks

The Office Manager shall

- Organise in the Economic Transformation Cluster the general office processes and secretariat including correspondence.
- Organise appointments and meetings as well as travel management and prepare travel settlements.
- Planning and organizing of internal and external events.
- Internal and external correspondence in English
- Assistance in the preparation of contracts and preparation of confidential documents
- Initiate and follow up on national and international Procurement processes
- Manages the project inventory, maintains the inventory list and file, and conducts the annual inventory check with the cluster logistics officer.
- Liaises with an administrative staff of the cluster as well as the GIZ country office about administrative and logistical procedures.
- Writing meeting minutes, and reports and preparing presentations applying modern technologies/ applications and formats
- Coordinating/ forwarding/ distributing requests on the Economic Transformation Cluster level and following up on deliverables and agreements according to deadlines.
- Prepare and document the required lists relevant to the Economic Transformation cluster.



- Act as HR focal point for the Economic Transformation Cluster in cooperation with the HR Country office

Qualifications

- University degree (minimum B.A.) in administration or a related subject

Professional experience

- A minimum of five years of working experience in office management, high-level international event management, or a related field of work, preferably in an international context.
- Study and/or work experience in an English or German-speaking country is an advantage
- Excellent proven written and oral communication/expression
- Excellent working knowledge of modern telecommunication systems (telephone, e-mail, communication via social media and internet)
- Excellent working knowledge of ICT technologies (e.g., MS Office) and experience with SAP and document management systems; digital literacy with a special focus on agile and user-friendly presentation skills with PowerPoint, Mural, Whiteboard, etc.
- Outstanding organizational talent who enjoys multitasking, easily manages complex duties, proactively prioritizes and meets deadlines
- Teamwork, communication skills, resilience, and flexibility; ability to work in an international team
- High level of service orientation with a strong focus on building and contributing to solutions
- Discretion, loyalty, and integrity
- Demonstrated ability to work effectively and efficiently in a fast-paced office environment
- Willingness to learn, improve, and upgrade skills as required by the tasks to be performed
- Takes over responsibility for the tasks assigned to her/him and carries them out independently, proactive approach

Other knowledge, additional competencies

- A Good knowledge of Administrative and organizational processes including experience in working with international organizations
- Fluent in writing, reading, and speaking in English (at least level C) and Amharic.



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Email: hreth@giz.de

Note:

Please make sure you mention the Vacancy Number '**Office Manager/Administrative Specialist #170/2023**' in the subject line of your email application.

Due to the large number of applications, we categorize applications with 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 the 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 benefits package

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