

**Global Skills Partnerships
Technical Assistant
(Band 2T)**

Main Role:

The incumbent contributes to smoothly run the project operations through an effective and efficient execution of office affairs in the areas of administrative tasks, secretarial services, reports preparation, and database; as well as liaison between partners (GIZ, Klinikum Frankfurt (Oder), University of Baguio, language provider and others).

Reporting Relationship:

The Technical Assistant reports directly to the Senior Coordinator and holds office in University of Baguio.

In carrying out his/her role, the Technical Assistant performs the following major functions/duties:

Major Functions/Duties:

Coordination support for Global Skills Partnerships – Provide support in ensuring the smooth facilitation of partnership with the University of Baguio under the GSP project.

- Timely update of the nurse's status in databases and as well as colleagues in Germany, if needed.
- Coordinates with UB faculty and nursing students in scheduling /finalizing the interview dates
- Registration for the B1 exam of retakers and exam preparation review of UB nursing students
- Provides list of B1 exam passers to accounting for preparation of allowance
- Assist other team members of GSP if the need arises.
- Coordinates with the pre-departure team on all pre-departure and recognition requirements of the project participants

Project Management

- Support on administrative tasks required by GIZ Triple Win, as well as tasks identified by the President/Person-in-Charge at the College of Nursing at the University
- Provide status updates to the College of Nursing Person-in-Charge, University President and GIZ
- Act as contact person of the project participant nursing students by providing advice on processes and linking them to GIZ Office Manila in preparation for their language exams
- Provides regular monitoring and progress updates on GSP to GIZ Office Manila
- Support the nursing facility head in the preparation of Skills laboratory, training materials, if deemed necessary.

General Corporate Tasks – Performs work of other administrative staff and/or other tasks relevant to the job or organization unit when the need arises and participates in task teams and other corporate entrepreneurial or strategy-linked endeavors.

Competency Requirements:

- Good knowledge of MS Office 365 Applications
- Detail-oriented and assures the quality of results
- Ability to cooperate constructively and reliably with candidates and stakeholders
- Shows stamina and an ability to work under pressure and in difficult situations
- Is performance oriented and highly competent at organizing his/her own work
- Acts in a politically sensitive way that is appropriate in the given context

Professional Qualifications:

- Formal Education on Relevant Field: Bachelor's degree in Nursing, Office Management or Business Administration is an advantage
- At least 1 year experience in General Office work, and/or Similar position.

Contract Duration:

Earliest possible date until December 2024, with a possibility for an extension.