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| VA No. | 008 |
| Job Title: | Office Manager |
| Min. qualification: | Minimum of Degree in Business Administration, Social Sciences, Finance or a related field of study |
| Organization: | GIZ Nigeria, Migration for Development (PME) Programme |
| Place: | Benin, Edo State |
| Salary: | According to GIZ Nigeria Salary scale for Band 2 |
| Closing Date of advert | 20.02.2022 |
| Background: | <p>GIZ. Working together for change</p> <p>As a service provider in the field of international cooperation for sustainable development and international education work, we are dedicated to shaping a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment promotion, energy and the environment, and peace and security. The diverse expertise of our federal enterprise is in demand around the globe – from the German Government, European Union institutions, the United Nations, the private sector and governments of other countries. We work with businesses, civil society actors and research institutions, fostering successful interaction between development policy and other policy fields and areas of activity. Our main commissioning party is the German Federal Ministry for Economic Cooperation and Development (BMZ).</p> <p>The registered offices of GIZ are in Bonn and Eschborn. In 2019, we generated a business volume of around EUR 3.1 billion. Our 22,199 employees, almost 70 per cent of whom are national staff, work in around 120 countries. As a recognised development service provider, we currently have 556 development workers in action in partner countries. Furthermore, in 2019, the Centre for International Migration and Development (CIM), which is run jointly by GIZ and the German Federal Employment Agency, placed 262 integrated experts and 515 returning experts with local employers in our partner countries, or provided them with financial support, advice or other services.</p> <p>*Personnel and business figures as at 31 December 2019*</p> |
| Programme: | The global programme “Migration for Development” (PME) works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). PME aims at creating opportunities for returning migrants as well as for the local population (potential migrants). To this end, PME has established a structure for migration and reintegration advice, the Nigerian-German Center for Jobs Migration and Reintegration (NGC). The NGC provides individual counseling services and advice on prospects for both returning and potential migrants in |

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| | <p>Nigeria, economic (re-)integration support, information on vocational and educational perspectives and employment opportunities including entrepreneurship and self-employment. For its activities in Edo State, the PMD is seeking to recruit an Office Manager.</p> |
| <p>Responsibilities & tasks:</p> | <p>A. Responsibilities:</p> <p>The office manager supports the project in conducting meetings, events and other project activities, coordinating with external partners, documentation, managing office supplies and logistics.</p> <p>B. Tasks</p> <ul style="list-style-type: none"> • Supporting the planning, organization and conduct of events/activities with respect to the administrative and logistical requirements (coordination of meeting dates, making service requests, preparation of meeting venues, registration of participants, following up on catering services etc.) • Preparing and attending meetings – internal and with project partners - and supporting follow-on actions that have been agreed upon; drafting of agendas, minutes of meetings • Taking notes during meetings and other activities (as required) and producing minutes/reports • Drafting letters and support administrative correspondences - manages incoming and outgoing correspondence (post, fax, email) • Ensures that visitors to the office are comfortable at the PME office • Conducting background research and supporting development of concept documents for specific events/activities/processes • Editing and proof reading of documentation • Documentation (narrative, photo etc.) and knowledge management of processes/activities as well as ensuring all documents are consistently stored on the server • Supporting logistics for staff travels as well as travels for consultants and other experts working for the project • Supporting procurement of office materials and other items necessary for the successful operationalization of the new project • Manages the property by organising maintenance and repairs • Performing other duties and tasks as may be directed. |
| <p>Required qualifications, competences and experience:</p> | <p>C. Required qualifications, competences and experience</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of Degree in Business Administration, Social Sciences, Finance or a related field of study. <p>Professional experience</p> <ul style="list-style-type: none"> • Minimum of 3 years of relevant work experience after the first degree |

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| | <ul style="list-style-type: none"> • Knowledge of administrative procedures and systems, managing files and records, and other office procedures • Excellent communication skills • English language proficiency (written and oral) • Good working knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. full proficiency of MS Office applications: MS Word, Excel, PowerPoint) • Detail oriented and ability to work under minimal supervision and to show initiative and resourcefulness • Ability to work well and cooperatively within a diverse (culturally, ethnically) work community • We are looking for a good team player who is willing to take on responsibility. • We expect a confidential and trustful handling of data and information. <p>Desired additional qualifications, competences and experience</p> <ul style="list-style-type: none"> • Work experience in a similar position within an international organization. • Web-Publishing, public relations, professional use of social media experience |
| <p>Submission Guideline:</p> | <p>You are kindly requested to submit your CV and letter of motivation as one document with complete contact details via email to: recruitment-nigeria@giz.de</p> <p>(Please include vacancy no. 008 in mail subject)</p> <p>GIZ is an equal opportunities employer committed to diversity. All qualified candidates, regardless of age, sex, ethnicity, race and religion are encouraged to apply.</p> <p>Please note that only shortlisted candidates will be contacted</p> |