

**INTERNAL & EXTERNAL
VACANCY ANNOUNCEMENT
SUSTAINABLE LAND MANAGEMENT PROGRAMME**

Salary band 3 – Junior professional 3A	<i>Office Manager (Hargeisa)</i>
Reports to:	Program manager
Duty Station	Hargeisa with occasional travel to the field

Brief introduction of the project:

The German Federal Ministry for Economic Cooperation and Development (BMZ) commissioned Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH to initiate a programme of Sustainable Land Management in Somaliland.

The GIZ Programme 'Sustainable Land Management in Somaliland' is implemented in the Gabiley, Arabsiyo and Geed Deeble area in the watershed of the Togga Biji. The size of the area is an estimated 1,600 km² and includes approximately 10,000 households.

The programme outcome is the capacity improvement of the central, regional and district structures of the Ministries of Environment and Agriculture, the Hargeisa Water Agency, the respective population including their community leaders as well as other relevant actors for a more sustainable land management of the Biji watershed.

The programme has initiated a participative land-use planning process which will address challenges in range-land, rain-fed and irrigated agriculture as well as focus on the biodiversity of the entire area. A gender sensitive approach is used.

Specific focus is on the protection and rehabilitation of the natural vegetation, sustainable range-land management, improvements of crop production through modern cultivation systems and techniques and the systematic implementation of soil and water conservation measures.

A. Responsibilities

The Office Manager provides support in:

- Technical and organisational assistance to the Project Management
- Correspondence in coordination with the Project Management
- Documentation and filing work
- Organising meetings and workshops
- Receiving and forwarding telephone calls, visitors and e-mail communication
- Processing entry visa, visa extension and other necessary permits
- Liases with ministries, NGOs and independent actors, e.g. arranges appointments, discusses administrative issues
- Processes hotel bookings
- Guides and advises security guards and support staff
- Helps with the identification of contractors

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Other Tasks

The Office Manager will undertake any other responsibilities or duties assigned by the Programme Management of the Sustainable Land management Programme.

B. Required qualifications, competences and experience

- Degree in Business Administration or comparable qualification
- At least 3 years of professional working experience in a similar position
- Experience in the public relations
- Excellent social and inter-cultural competences
- Ability to integrate into a diverse team
- Good communication skills in Somali and English
- Working knowledge of standard computer applications
- Ability to demonstrate integrity by modelling GIZ values and ethical standards

C. Others

Working period: one year with the possibility for extension

Availability: Immediately

Duty station: Hargeisa. With occasional Travel to the field

Reference Number: **JA/OM/124/2018**

Applications should be done through email to: application-gizsom@giz.de.
All applications MUST bear the above reference number in the subject of the email.

Deadline: By 26th June 2018

If you do not receive any correspondence within 30 days after the closing date, consider your application as having been unsuccessful. Only shortlisted candidates will be contacted.