

INTERNSHIP ANNOUNCEMENT

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. GIZ promotes complex reforms and change processes. Its corporate objective is to improve people's living conditions on a sustainable basis. For more information about GIZ see: www.giz.de

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, **Commerical Unit 1** is seeking to fill the position of:

Local Intern

The overall purpose of the assignment

The Local Intern will assist in Commerical Unit 1 (CU1). The internship will also be an opportunity for the intern to gain hands-on experience in the topics covered by the unit.

Main tasks and responsibilities

- Support the administrative, organisational, and logistical aspects of the projects under the CU1, such as:
- Assist in organizing efficient day-to-day activities of the projects served by the CU1,
- Assist in ensuring a good flow of communication and information within the CU1 projects and with the GIZ office,
- Support procurement of materials, equipment, and services in line with GIZ procurement procedures
- Support the file management system,
- Support in monitoring the monthly accounting and financial plans,
- Support on daily invoice checking, processing and record-keeping,
- Support the monitoring of the project inventory using the On-Site Asset software tool,
- Support the organization of workshops, events, seminars, study visits etc,
- Perform other duties and tasks at the request of project leaders and advisors.

Required qualifications, competencies and experience

Qualification

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives: Economics, Administration or Finance.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value,
- Good working knowledge of computer applications (e.g. MS Office),
- Excellent written and verbal communication skills,
- Strong ethics, integrity, reliability, and confidentiality,
- Friendly and helpful attitude; good interpersonal skills.

Location: GIZ Office - Pristina

Expected start date: 1st of August 2024

Duration: The internship will last 6 months.
This is a full-time and paid internship (8 hrs per day, 40 hrs per week)

How to apply?

Interested and suitably qualified candidates are invited to submit their electronic application in English, in **PDF version**, to application.kosovo@giz.de

- CV (Europass template is recommended)
- Letter of motivation
- Diploma or confirmation of ongoing studies, references/recommendations (if in possession)
- Exclusively to ensure transparency and avoid any potential conflict of interest, please provide the name(s) of any individuals who are related to you or you may know that have either previously worked for or are currently employed by GIZ, to the best of your knowledge (GIZ, in this case, will act in accordance with Article 13 of the Law No. 06/L –082 on Protection of Personal Data)
- Subject of the email: **Name & Surname – Local Intern – Commercial Unit 1.**

Applications that do not meet these rules will not be considered!

Deadline for the application: **29th of May 2024**

Only short-listed candidates will be contacted and invited to the next stage of recruitment.

GIZ encourages female candidates, candidates from ethnic communities, and candidates with a disability to apply.

***Disclaimer**

Data Privacy

GIZ is committed to ensuring the security and protection of the personal information we process.

Declaration of Consent

You agree that your personal data will be used for the purpose of the recruitment process, only. The information will only be accessed by recruitment staff and panel members. You understand that your data will be held securely and will not be distributed to third parties. You have a right to change or access your information. You understand that your personal data will be deleted after six months when this information is no longer required for this purpose.