

## **INTERNSHIP OFFER by GIZ**

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.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, offers the vacancy for:

### **1 Local Intern**

#### **Overall Purpose of Post**

The Local Intern will support the GIZ Portfolio Manager on documentation, communication, translation, access to data and partners in the preparation process of a feasibility study for a new project in the field of participative development and good governance.

#### **Task and Responsibilities:**

The main tasks and responsibilities of the local intern will be to:

Support the Portfolio Manager and international experts in their daily work with special reference to:

- Organizing of meetings, workshops and other events regarding the new project
- Organizing meetings with local stakeholders
- Facilitating and participating the organization of different meetings at local and central level
- Facilitating the organization of stakeholders meetings
- Supporting the drafting of the feasibility study (independently preparing parts of the study)
- Supporting the expert in his researches (collecting information, translating)
- Other tasks/duties as requested

#### **Qualifications and experience sought**

- University degree: Bachelor in economy, governance or similar;
- Research and good writing skills (academic writing)
- Well organized,
- Good communication skills;
- Proficient knowledge of Microsoft Office;
- Fluency in English and Albanian language; other language skills are an asset (especially Serbian);
- Excellent interpersonal skills, including adapting communication to different recipients and networking in Kosovo;

#### **Location**

- The office based in the GIZ Project Office in Pristina.
- Participation in field trips in the south of Kosovo, mainly Prizren, is expected

**Duration**

- The internship should start as soon as possible and if possible by 1<sup>st</sup> of July 2017 and will last for 3 months with the possibility for another 3 months prolongation.

**How to apply:**

Send **only** the following documents **in PDF version** to **application.kosovo@giz.de**

- CV Europass
- Letter of Motivation
- Subject of the email: "Country Office - Intern"

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

Deadline for applying: **28<sup>th</sup> of June, 2017**

*Only short-listed candidates will be contacted and invited to the next stage of recruitment.  
GIZ encourages candidates from ethnic minorities and female candidates to apply.*