

JOB 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.

The GIZ project Reform of the Public Finance Systems in Kosovo (project) aims to strengthen the accountability and efficiency of the PFM system in Kosovo. Accountability and efficiency are the preconditions for successful economic development, poverty reduction and integration into the EU. The project is designed to improve the budget process and revenue collection through three fields of activities: strengthening the role of the BFC and the COPF, increasing the availability of comprehensive budget information for stakeholders, and improving the efficiency of the TAK and its relationship with citizens. The project started supporting the COPF from 2016.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
Programme "Reform of Public Finance/RPF" offers the vacancy for a:

Local Intern

Overall Purpose of Post

The intern will support the Committee for Oversight of Public Finance (COPF) in Parliament to fulfil their mandate more strongly by providing technical support to the support unit of the COPF.

The intern will be located in the Assembly, where 70% of time he/she will focus on assisting the Support Unit of the COPF to provide all necessary documents for the Members of Committee (Rapporteurs), while 30% of time he/she will assist the GIZ project in order to support joint activities with this committee.

Task and Responsibilities:

The main tasks and responsibilities for the intern will be following:

Intern should:

- Gaining an insight into the day-to-day work of the organizational unit to which they are assigned;
- Taking part in discussions and meetings;
- Becoming familiar with the administrative regulations and rules of a collaborative organization;
- Dealing with issues related to the organizational unit's specific tasks and – as far as possible – resolve them autonomously with direction and support from a mentor.

Description of individual tasks:

- Supporting unit of COPF to prepare the materials needed for the committee meetings such as: agenda of the meeting, summary of the documents which need to be reviewed in the meeting, invite the participants from relevant ministries who should report based on the invitation etc;
- Supporting the Rapporteurs to gather the information needed for the meetings;
- Organising preparatory meetings with auditors and Rapporteurs and supporting rapporteurs to address relevant questions;
- Taking notes during the meetings and incorporating them into the minutes of the meetings;
- Supporting the representative of GIZ to implement the rapporteur system and any other changes in approach or policy in order to strengthen the COPF to fulfil their mandate more strongly.

Qualifications and experience sought

- University degree: Law, Economics, Political Science or Business Administration;
- Work experience: internships or/and work experience at relevant institutions desirable;
- Knowledge of the Public Finance of the Republic of Kosovo;
- Knowledge of the institutions dealing with Public Finance of the Republic of Kosovo;
- Very strong writing skills;
- Good communication skills, both written and oral;
- Excellent knowledge of English and Albanian language; other language skills are an asset (Serbian/German);
- Systematic and structured approach to work;
- Excellent IT-skills (Microsoft, browsers);
- Participation in extra-curricular programs, and participation in civil society activities, regarded as a priority.

Location

- The office in the Assembly and partly in GIZ office in Pristina;
- This is a full-time; the working hours are in accordance with GIZ procedures.

Duration

- The internship should start as soon as possible and will last for 3 months.

GIZ encourages candidates from ethnic minorities and female candidates to apply.

Interested candidates are invited to submit their electronic copy application in English language consisting of a letter of motivation, CV, references, etc. to application.kosovo@giz.de
Only short-listed candidates will be contacted.

Subject of the email: Application for GIZ "RPF" Local Intern

Deadline for the application: 26.06.2018