

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, **Kosovo Energy Project (KEP)** is seeking to fill the position of:

Local Intern

Support to the Energy Project on implementation of activities and communication strategy

The overall purpose of the assignment

The Local Intern will actively assist in the development and implementation of the communication and visibility plan for the project. He/She will be responsible for assisting with the selection, production, and publication of communication materials for the project and our partners to enhance the visibility of the activities with our partners. Further to that, the intern will continuously support the project team leader and its advisors on other activities on demand. The internship will also be an opportunity for the intern to gain hands-on experience in the topics covered by the project.

Main tasks and responsibilities

- Assist the project on collection, preparation and communication with the partners on different campaigns,
- Assist the team on the Monitoring and Evaluation for data collection,
- Research and proposes new innovative tools and methods to enhance the project's visibility,
- Support the project in the coordination and communication with the partner institutions/counterparts,
- Assist in content preparation for the workshops and trainings in Kosovo,
- Support the organization and preparation of meetings, workshops and trainings at all levels, with the project team and leader,
- Assist in facilitation and documentation of workshops and/or meetings with partners, if needed/requested,
- Take minutes during work meetings and events,
- 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, Business Management, Communications, Marketing, or a related field.

Other knowledge, additional competences

- Very good knowledge of English,
- Good working knowledge of computer applications (e.g. MS Office),
- Basic knowledge of energy sector and Kosovo state structures,
- Excellent written and verbal communications skills,
- Strong ethics, integrity, reliability and confidentiality,
- Motivated team player with sound judgment and problem-solving skills,
- Friendly and helpful attitude; good interpersonal skills and service orientation.

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 – KEP.**

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.