

INTERNSHIP VACANCY

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, **Country Office** is seeking to fill the position of:

Local Intern

(Finance and Administration/Controlling)

The overall purpose of the assignment

The Local Intern will work closely with the Head of Finance and Administration and other team members to support day-to-day operations in various areas such as administrative and financial functions within the GIZ country office. This hands-on role offers the opportunity to gain valuable experience in financial/ number analysis, reporting, and data.

Main tasks and responsibilities

- Assist in compiling, analysing and interpreting financial/ number data,
- Collaborate with commercial units, finance department and various teams to gather and analyse data for country office and projects, and also to exchange information and coordination activities,
- Utilize analytical and graphic skills to visualize data, and present findings in a clear and compelling manner,
- Assist in administrative tasks such as scheduling meetings, writing reports, organizing documents/files, handling correspondence, maintaining accurate records, etc.,
- Assist in process improvements to enhance office efficiency and effectiveness,
- Perform other duties and tasks at the request of project leaders and advisors.

Required qualifications, competencies and experience

Qualifications

- Student or a recent graduate not more than 6 months ago in the field of Business Administration, Finance, Accounting, or related field.

Other knowledge, additional competences

- Very good knowledge of English,
- Analytical skills with the ability to interpret and analyze financial data,
- Proficiency in MS Office specifically Microsoft Excel and PowerPoint,
- Proficiency in data visualization and Graphic design skills,
- Detail-oriented with a commitment to accuracy and quality,
- Excellent verbal and written communication skills,
- Good interpersonal, organizational and presentation skills,
- Strong ethics, integrity, reliability, and confidentiality,
- Understanding financial software systems (e.g., SAP or any other software) is an asset.



Location: GIZ Office - Pristina

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 – Country Office**

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.