

JOB 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.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Capacity Development in Basic Education in Kosovo (CDBE) programme is seeking to fill the position of:

Local Intern

Overall purpose of post

The internship will take place in GIZ's programme Capacity Development in Basic Education in Kosovo (CDBE). The intern will primarily support the CDBE project team and will fulfill tasks delegated by the CDBE team leader and other project staff. The intern will support the team in the implementation of project related activities within the basic education sector, most notably in the thematic fields of institutional capacity development, education management, teaching quality and inclusion.

Main tasks and responsibilities

The following tasks and responsibilities are indicative and may be modified according to the needs of the project:

- Provides organizational support, such as organization of meetings, workshops and other events
- Provides administrative support, such as translation and documentation of meetings, workshops and other events
- Supports the preparation, implementation and post-processing of workshops, conferences and trainings in the basic education sector
- Deals with PR (intranet, website, social media, internal communication) and contributes to the project knowledge management
- Supports the team leader and other team project members in everyday project related duties
- Performs other duties and task as requested

Qualifications and experience sought

- Under/graduate degree: Bachelor's in education, social sciences or political sciences
- Experience in project work (internships at relevant institutions)
- Experiences in extra-curricular programs and in civil society activities, regarded as a priority
- Knowledge of the basic education sector
- Very good command of English and local languages; knowledge in German is an added value
- Excellent IT-skills (Microsoft office, browsers)
- Good communication skills, both written and oral
- Systematic and structured approach to work
- Fast-learner and willingness to be flexible and prepared to contribute to the company in other duties as required
- Ambitious, self-responsible and motivated attitude
- Demonstrated keen interest in the work of GIZ and motivation to contribute to the development of the basic education sector in Kosovo

Location

- The office is based in the GIZ Project Office in Pristina
- Participation in field trips in whole Kosovo is expected

Duration

- The internship is offered with a negotiable duration of 3-6 months

Expected start date

- January 2019

How to apply

Interested 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(s), references/recommendations
- Subject of the email: **Name & Surname – Local Intern – CDBE**

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

Deadline for the application: **12 December 2018.**

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

GIZ encourages female candidates, candidates from ethnic minorities as well as candidates with disability to apply.