

Graduate Internship	Project Intern – Finance and Administration - Climate Cluster
Reports to:	Senior Finance Manager: Climate Cluster
Duration	Six (6) Months
Duty Station	Hatfield, Pretoria

A. PROGRAMME BACKGROUND

Germany provides a visible and impactful contribution to support the South Africa Government in reaching its goals to tackle the challenge of climate change. Climate Change in South Africa is a highly dynamic topic, which includes a large spectrum of topics that each come with their own challenges but also opportunities. The area of our work is broadening as we tackle related areas such as biodiversity, water affairs but also cross-cutting matters such as gender, private sector engagement as well as involvement of the youth. Our portfolio is highly connected to the international agenda of climate change and biodiversity but also deeply rooted in local structures and capacities. As GIZ it is our role to navigate this terrain and provide value to our commissioning entities, which include mostly German Federal Ministries, but also to our partners in South Africa. Our partners entail Government Departments, the Climate Commission, Provinces, Municipalities, NGOs, Private Sector entities and many others. The GIZ Climate Cluster South Africa is thus made up of several bilateral and GloBe projects towards addressing climate change.

A. RESPONSIBILITIES

The intern's core task will be to support the Finance and Administration Cluster Service Unit in financial, organizational and administrative aspects and successful implementation of the specific tasks as mentioned below.

B. TASKS

- Assist with cluster filing processes i.e. both electronic and physical files for:
 - ❖ Procurement of Goods.

- ❖ Procurement of Services.
- ❖ Logistics and Events.
- Confirmation of sequential numbering of LSOs and LPOs.
- Assist with entering data on the tracker tools within the cluster including respective DMS links i.e.
 - ❖ Procurement of Goods Tracker Tool on procurement updates.
 - ❖ Procurement of Services Tracker Tool on procurement updates.
 - ❖ Travel tracker upon receipt of travel applications.
- Further develop the current procurement of service tool to ensure prompt monitoring of contract end dates.
- Assist with invoice check processes including monthly fleet invoices prior to payments and bookkeeping.
- Support the cluster in preparation of meetings and minute taking.
- Provide general documentation support as might be requested by colleagues.
- Manage administrative tasks relating to different GIZ instruments.
- Provide administrative support and logistical support in operations including organization of events.
- Support during the Climate Cluster Internal Control preparatory processes.
- Support in preparation and/or formatting of admin and finance related presentations as will be requested.
- Support in voucher preparations and compilations before bookings.
- Assist in inventory labelling and records on intermittent basis
- Perform other duties and tasks as will be directed by the line manager.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications:

- A degree in an area of Business Administration, Finances or Economics.

Professional experience and skills:

- Academic or internship experience in Office Administration, Project Management
- Working with knowledge and information management systems will be an asset

Other Knowledge, Additional Competences:

- Excellent working knowledge of IT technologies (related software, phone, fax, email, the internet) and standard MS Office applications (e.g. Outlook, Word, Excel, PowerPoint);
- Very good communication skills, fluent spoken and written in English;

- Ability to quickly understand instructions, ask for clarification when needed, adapt and work independently to produce results on time;
- Ability/ motivation to work in a multi-cultural work environment; good team player;
- High attention to details and preciseness.

D. ADDITIONAL INFORMATION

- This position is based in **Hatfield, Pretoria**.
- The contract period for this internship is **Six (06) Months**
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting:

- A motivation letter (**max. 1 page**) stating why they should be the preferred candidate, the value-add they will bring to the work of Climate Cluster.
- This should be accompanied by a **detailed CV** and indicating their **nationality**.

Applications should be submitted to: recruit-pretoria@giz.de with the email subject line **“Application for Project Intern – Finance and Administration Climate Cluster”** for the attention of Head: Human Resources.

Closing date for applications: **30th August 2024**

Correspondences will be limited to the short-listed candidate.

Applications not complying with the application process will be disqualified!