

Graduate Internship	Intern – GIZ Support to SIFA
Reports to:	Programme Manager
Duration:	6 Months

With the youngest population in the world, Africa stands in a unique position to leverage the enormous potential of its young people to stimulate sustainable growth and change the future of the continent. To achieve this, however, the alarming rates of youth unemployment, which present a significant obstacle to fully realising the demographic dividend, need to be urgently addressed, in addition to tackling the issues of access to quality education – particularly in the context of the widespread inequality when it comes to women and girls, people from poorer backgrounds, people with disabilities, and displaced people.

Against this backdrop, the Skills Initiative for Africa (SIFA) – a programme of the African Union Commission (AUC) and the African Union’s Development Agency-New Partnership for Africa’s Development (AUDA-NEPAD), supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) – promotes strategies and processes aimed at increasing access to technical and vocational education and training (TVET) and skills development, as well as addressing the mismatch between supply and demand of skills, in order to improve youth skills, employability, and entrepreneurship – in so doing ensuring sustainable and inclusive development throughout the continent.

1. OBJECTIVE

The overall objective of the work of the intern will be to assist in the organisational, administrative and technical aspects of the programme’s work, with a specific focus on **Communications and Events Coordination**.

DELIVERABLES

The intern will be expected to:

- Provide support to the communications portfolio of the project
- Where required, support the drafting and editing of communication materials including press releases, blog posts and social media content
- Support in database management and communication to SIFA stakeholders
- Assist in the planning and preparation of conferences and workshops
- Work on administrative tasks related to the implementation of the SIFA programme.

- Assist in the procurement of goods and services for the project
- Take minutes and notes at meetings
- Participate in online meetings and discussions
- Provide administrative and research support as needed, including for service providers if and when needed
- Provide support to partners as needs arise

2. REQUIRED PROFILE OF THE INTERN

The section below presents the requirements of the intern for this assignment:

- A degree in communications, marketing, public relations, project management or administration, and/or a related field.
- Excellent communication skills, verbal and written; proven track record of drafting and editing documents is required
- Fluency in English; French and/or proficiency in other AU working languages is an added advantage
- 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 knowledge of standard MS Office applications (Outlook, Word, Excel, PowerPoint), and significant experience in the use of Microsoft Excel.
- Good organizational and problem-solving skills
- Self-management is essential

3. ADDITIONAL INFORMATION

- The position will be based at the GIZ AU Office, and the AUC
- At GIZ, you will be offered 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 is committed to be an equal opportunities employer, therefore, women and people with disabilities are strongly encouraged to apply.

4. APPLICATION PROCESS

Suitable candidates should apply for this position by submitting:

- A **motivation letter (concisely 1 page)** stating why they should be the preferred candidate and the value they will bring to the work of the SIFA programme
- This should be accompanied by a detailed CV indicating their nationality

The application should be submitted to: recruit-pretoria@giz.de, with the following email subject line “**Application for the SIFA Internship**” for the attention of Head of Human Resource.

Closing date for applications: **18 June 2024**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!