

Job Vacancy Announcement

Reference No:	006
Project:	The Special Assignments (SA) and Green Infrastructure (GI) Clusters
Position:	Trainee - Integrated Solutions Database Development
Location:	Jakarta
Expected to join:	March 2025
Reporting to:	Commission Manager

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. In Indonesia, GIZ is implementing various projects under the umbrella of the Green Infrastructure and Special Assignments Cluster. These projects are commissioned by mainly the German government, represented by the German Federal Ministry for Economic Cooperation and Development (BMZ).

About the project

Projects under the Special Assignments (SA) and Green Infrastructure (GI) Clusters aim to support Indonesia Vision 'Golden Indonesia 2045' through working with various stakeholders on the following topics:

- TVET and Green Jobs
- Private Sector Cooperation
- Digital Transformation
- Circular Economy
- Urban Mobility

The company is currently undergoing a transformation away from implementing individual alone standing projects towards more integrated management and implementation structures (Integrated Solutions). To support this the SAGI Clusters are developing integrated databases on project information and activities across various units with the goal that aggregated information on projects and activities are available instantly.

The clusters are seeking one qualified Indonesian candidate for the following position:

Trainee – Integrated Solutions Database Development

A. Responsibilities

The aim of a traineeship is to give the trainee an insight into the inner workings of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and its project implementation and internal transformation process.

Under direct supervision of M&E Focal Points of the SAGI clusters, the trainee shall support setting up and implementing an activity monitoring system with integrated databases in coordination with the Technical Advisors of the different projects.

B. Tasks

The Trainee will perform the following tasks:

- Support workshops and meetings to set up the respective cluster databases and the related data governance structure
- Support the development of an activity database using Microsoft Lists in close cooperation with the M&E Focal Points of the SAGI clusters
- Support in data collection and processing from trainings, meetings, and/or events which are relevant for activity monitoring in close cooperation with projects in the clusters
- Support the initial piloting of the activity monitoring system and document lessons learned to be discussed with other clusters
- Liaise with projects to smoothen the submission of data to the activity monitoring system
- Support the creation of dashboards and reports using MS PowerBI to visualize the collected data

C. Required qualifications, competences and experience

Qualifications:

- Fresh graduate, Bachelor's degree or final year student in data science, statistics, international relations, or other relevant fields;
- Experience in setting up and managing databases (MS Lists and MS Sharepoint), usage of MS PowerBI (or equivalent) is an asset
- Experience with data governance and management
- Basic knowledge and familiarity international cooperation projects and logic

Other knowledge, additional competences

- Good communication and organisational skills
- Good command of Ms. Office (Excel, PowerPoint, Word) and Business Intelligence Tools (PowerBI)
- Proficiency in English
- Ability to work in a team and to adapt to an intercultural working environment.

Please be informed that you are only allowed to apply for this traineeship, if you are currently enrolled as a student or graduated not longer than one years ago.

Duty Station: Jakarta

Working Hours: 5 working days per week, 8 working hours per day

Duration: 6 months

Expected Joining Date: March 2025

Direct Supervisor: Cluster Coordinator

Interested candidates shall submit comprehensive resume and a motivation letter to:

recruitment-indo@giz.de at the latest **January 31st, 2025**.

Please put: **TraineeSAGI2024** as your email subject and name the files using following format: **[Your Complete Name] [Motivation Letter/CV]** (i.e: **Nakula Sadewa _CV** or **Nakula Sadewa _Motivation Letter** or **Nakula Sadewa _Reference**)

Only short-listed candidates will be notified