

VACANCY ANNOUNCEMENT

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) invites suitably qualified, experienced, innovative individuals who are agile, flexible, and highly motivated, to apply for the position of:

1. INTERN – HUMAN RESOURCES

Job Title : Intern – Human Resources
Job category : Professional, Band 1
Location : Gaborone, Botswana
Place : GIZ Country Office
Duration : Four (4) months starting on **03.02.2025**

A. RESPONSIBILITIES:

- Providing administrative support on HR related issues
- Assisting with filling documents in reference files or DMS in line with GIZ's filing rules
- Organises and compiles information materials
- Performs other duties and tasks assigned at the request of the superior

B. REQUIREMENTS:

Qualifications

- Degree in Human Resources Management or similar degree

Other knowledge, additional competences

- Outstanding knowledge of administration
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Basic knowledge of national labour laws
- Basic knowledge of HR management, initial work experience desirable
- Good management and organisational skills
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management
- Ability to clearly and concisely express ideas and concepts in written and oral form
- Ability to establish harmonious working relations in an international and multicultural environment

Applicants who apply should enclose motivation letter, current CV, certified copies of certificates, ID/Omang, and two traceable references.

Applications should be addressed to: Head of Human Resources
P / Bag X12, Village
Gaborone

E-mail address: hr-botswana@giz.de

Closing date for application is 27.01.2025.

Please note that only shortlisted candidates will be contacted.

GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/belief, origin, disability, and/or any other minority group. We are committed to creating an inclusive working environment for all employees.