

VACANCY ANNOUNCEMENT

Programme Description

The GIZ "Cooperation for the Enhancement of SADC Regional Economic Integration" (CESARE-TRADE) Programme supports the Southern African Development Community (SADC) in accelerating trade within the sixteen (16) Member States. The trade measure operates in different fields of activity: elimination of non-tariff barriers (NTBs) to trade, implementation of the SADC Trade Facilitation Program, support for negotiations on trade in services in priority sectors and support to the SADC industrialization agenda. Further relevant topics are the continental trade agenda, private sector engagement and digitalization of trade.

The main cooperation partner of the programme is the SADC Secretariat with around 400 staff based in Gaborone. In addition, the complex programme is implemented with the help of governments, associations and civil society of various SADC Member States and is co-financed by the EU delegations in Gaborone and Maseru as well as the Austrian Development Agency.

It is against this background that GIZ through CESARE Trade seeks to hire an intern.

1. INTERN

Job Title : Intern

Job Category : Professional, Band 1

Location : Gaborone, Botswana

Project : CESARE Trade

Duration : immediately until 28.02.2025.

A. Responsibilities:

To compliment the CESARE Trade Team with facilitating implementation of the above interventions, an Intern will be engaged to:

- Assist in preparing terms of reference (ToRs) for executing assignments.
- Assist with initiation of concept notes for various assignments.
- Support the Technical Advisors on formulation of technical concepts in their specific areas of work.
- Contribute to coordinated delivery of trade and trade-related interventions within the context of development cooperation.
- Assist with preparation of workshops and other stakeholder events.

- Participate in Partner's workshops and other stakeholder events.
- Any other duties as may be assigned by the supervisor.

B. REQUIREMENTS:

Qualifications, Skills, and Competences

- Bachelor of Arts degree in Economics, Law, Development Studies, International Trade, Computer science or related fields
- A master's degree in the above or related fields is an added advantage.

Other knowledge, additional competences

- Quantitative and qualitative analytical skills
- Knowledge of the SADC region and/or individual Member States is an asset.
- Ability to work well in a team as well as under pressure.
- Good communication skills and political sensitivity
- Advanced proficiency in English is required, skills in German and/or other SADC languages are of advantage (i.e. French, Portuguese)
- Good knowledge of ICT technologies and computer applications (e.g. Microsoft Office Teams, Outlook, and Excel)

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

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

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

OR

Hand delivered to 2nd Floor Motswere Building, Plot 54359, Prime Plaza II, New CBD,
Gaborone

Closing date for application is 28.08.2024.

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/beliefs, origin, disability and/or any other minority group. We are committed to creating an inclusive working environment for all employees.