

VACANCY ANNOUNCEMENT:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
Global Programme Combating Illicit Financial Flows (GP IFF)
in Skopje,

offer the vacancy of:

INTERN

Duration: The Internship is foreseen for the period of 1st September 2022 until 29th February 2023 with a possibility of extension.

Weekly working hours: 40 (full time position)
Band: 1

Background

The Global Project Combatting Illicit Financial Flows (GP IFF) objective is to ensure the conditions for the inter-sectorial, inter-state and inter-regional fight against illicit financial flows into and from developing and emerging countries have improved. The GIZ IFF Global Program interventions are directed at the level of prevention, financial investigation, asset recovery, policy coherence and international agendas. The Global Project Combatting Illicit Financial Flows is commissioned to be implemented from October 2021 to September 2024. The commissioning arises from partnership for cooperation signed between the BMZ and MFA of Norway with a total cumulative budget of 22.5 Million EUR. The programme is implemented in Latin America, East and Southern Africa, North and Western Africa, Western Balkan and directly in selected partner countries.

The job description highlights the responsibilities and tasks of the Intern in North Macedonia, for the GP IFF Western Balkan Hub.

A. Responsibilities

The Intern is responsible for:

- Support of the project team in the implementation of the program
- Support of the project team in the implementation of project management tasks (e.g. operational planning, knowledge management)
- Providing administrative support services for the GP IFF WB Hub and meeting the administrative needs of the office in Skopje;
- Closely liaising and coordinating with the GP IFF administrative and finance officer and the component leader, as well as with the Country Office in preparation of administrative or financial requirements;

B. Tasks

Event management and logistics

- Support the preparation and organisation of the implementing measures of the program activities in the WB Hub
- Support the administrative and logistical aspects of project activities (event management, flights, airport transfers, accommodation, meetings, workshops, securing relevant equipment etc.)
- Supports preparation of contracts for organizing events and ensures relevant reservations are made by services providers and GIZ Country offices
- Prepares and reconciles relevant travel documents for technical staff and partners and verifies travel expense claims for approval by the Component Leader
- Follow-up with project beneficiaries on travel accounting documents

Procurement

- Monitors the availability of accessories and stocks and carries out designated procurement in accordance with guidelines and under supervision of the component leader
- Direct communication and coordination with the external service providers in order to ensure effective functioning of the office, related to IT support, small office reparations and needs, taxi companies services, translation services, printing houses, hotels and other suppliers.
- Follows-up on the proper invoicing of all services and duly payments.

Administration

- Provides short translation when necessary and conducts surveys and research necessary Preparation of photocopies and scans of documents, if required, (events, workshops, team meetings), provides support to the team members in scanning, signing and sending documents.
- Support the Finance and admin officer for the preparation of project documentation for External/Internal audit.
- Performs other tasks as requested by the Component Leader

Other Duties/Additional Tasks

- Supports the team in integrating and applying the data protection rules and regulations, introduced at company level;
- Assists in /or performs other activities/tasks upon request of the colleagues in coordination with the component leader

C. Required qualifications, competences and experience

Qualifications

- Recently graduated student from a University of economics or business administration, law school or other related field

Professional experience.

- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office).

Other knowledge, additional competences

- Very good communication skills and excellent knowledge of the English language.
- Knowledge of other languages would be an asset.
- Should be used to work flexibly as part of a wider team in a challenging environment
- Proactive and cooperative working style.

How to apply:

Qualified candidates are invited to submit their electronic application in English language consisting of a Letter of Motivation, CV with detailed description of your experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to:

hr-nordmazedonien@giz.de .

Only selected applicants will be invited to an interview following the evaluation of application letters and CVs. Candidates who have not been contacted should consider that there will be no follow-up to their application.

Subject of the email: REF: Application – Intern IFF

Deadline for the application: 02.09.2022