

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 – ADMINISTRATION AND FINANCE

Job Title : Intern – Administration and Finance
Job category : Professional, Band 1
Location : Gaborone, Botswana
Place : GIZ Country Office
Duration : start immediately until **30.09.2024**

A. Tasks

- Support with invoice checking
- Filing (both hardcopy and in GIZ filing systems i.e DMS)
- Assist with submitting quarterly VAT
- Support the organisation while learning about a career in international development finance
- Cooperate with Finance and Administration teams in the GIZ Botswana Portfolio

REQUIREMENTS:

Qualifications

- Diploma/Degree in Business Administration in a related field.

Other knowledge, additional competences

- Up to 1 year professional experience in a comparable position
- Fluent knowledge of English and oral
- Outstanding office administration, management, and organizational skills
- Knowledge of procurement and administrative processes
- Excellent software skills (MS Office).
- Good working knowledge of ITC technologies.
- Good management and organizational skills.
- Ability to work independently and collaboratively in a team 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

OR

Hand delivered to:

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

Closing date for application is 21.03.2024.

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