



Vacancy Announcement #025/2022

IT Intern – GIZ Country Office

Contract duration: open

Duty Station: Addis Ababa

Application deadline: 21.02.2022

ICT is an integral part of GIZ every day business. In digital age it is vital for GIZ Ethiopia and Djibouti provide the right tools for employees and automate processes to improve individual and overall productivity. Our aim: current and professional ICT support for smooth operations. The ICT unit in GIZ Country office in Addis Ababa is providing dedicated ICT technical support and consulting services to units, programs, and projects so they can focus on their business.

Role

Assist day to day work of GIZ ICT service team members.

- Assist on Helpdesk service as needed
- Provide first level support, technically as well as logistically
- Assist preparation and follow up of meetings and IT system documentation
- Assist staff with writing IT business procedures and designing flow charts
- Research and gather documentation on various topics and technologies
- Create and maintain PowerPoint presentations
- Performing tests on in-house systems
- Assist on the network installation, configuration and documentation works
- Assist on IT Systems & network design documentations
- tests new or upgraded software and updates all the software to the latest versions
- Assist on the ISO 27001 implementations
- regularly updates antivirus software

Required qualifications, competencies, and experience

Qualifications

- First degree on Computer Science, IT, Software Engineering or equivalent. Graduates of the year 2021.

Professional experience

- 0 years of work experience



Other knowledge, additional experience

- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Ethiojobs or Email: giz-recruitment@lonadd.com

Note:

Please make sure you mention the vacancy number and position title “IT Intern #025/2022” in the subject line of your email application.

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorised in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”

**Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH**
GIZ Country Office Ethiopia and Djibouti
Kazanchis, Kirkos Sub City, Woreda 08
P.O. Box 100009, Addis Ababa, Ethiopia
I www.giz.de | www.giz.de/de/weltweit/336.html

