



## Vacancy Announcement #038/2022

### Technical Assistant - Intern– GIZ African Union Office

**Contract duration: 31.07.2022**

**Application deadline: 14.03.2022**

**Duty station: Addis Ababa**

NELGA is a partnership of leading African Universities and Research Institutions with proven leadership in education, training, and research on land governance. Currently NELGA has more than 70 partner institutions across Africa. The TC module is part of GIZ's portfolio with the AU and is implemented from Addis Ababa.

### Responsibilities

The Technical Assistant Intern will assist the Communication Officer at the NELGA Secretariat and the Junior Advisor for Monitoring, Evaluation, and Knowledge Management at the SLGA programme.

### Tasks

#### Monitoring, Evaluation and Knowledge Management

- Coordinate with colleagues in the regional nodes to monitor the on-going and implemented activities
- Assist in keeping the knowledge management up to date
- Support the development of a system to collect qualitative data from different target groups
- Analyse activity reports and extract relevant information for the project steering, communication, and knowledge managements
- Support the team retreat preparation.

#### Communication

- Assist in managing NELGA knowledge webinars
- Assist in drafting content and managing social media channels (Facebook, Twitter, Instagram, YouTube).
- Update NELGA subscription mailing list
- Assist in content collation for communication platforms
- Assist with website copywriting, proofing, and updating as needed
- Translations of documents from English to French (and German) and vice versa (through online tools)



## Required qualifications, competencies, and experience

### Qualifications

- A university degree in an appropriate field
- Excellent command of spoken and written English (French is an asset)

### Other knowledge, additional competencies

- Excellent writing, editing and proof-reading skills
- Ability to identify window of opportunity for social media engagement and brand amplification
- Excellent phone photography and video editing skills
- Ability to meet deadlines and to anticipate next steps or needs
- Understands and can utilize emerging platforms, digital media, and web/social media management and measurement tools (e.g. HootSuite, Google Analytics)
- Knowledge of graphic design (Adobe/Canva) is a plus
- Strong working knowledge of digital marketing applications is a plus
- Well-developed interpersonal and team working skills; ability to operate effectively in teams; initiative, persistence, and positive attitude.
- Ability to deal sensitively in multicultural environments



### Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via [EthioJobs](#) or Email: [hreth@giz.de](mailto:hreth@giz.de)

#### Note:

**Please make sure you mention the Vacancy ‘Technical Assistant – Intern #038/2022’ in the subject line of your email application.**

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

Applications without vacancy numbers in subject lines might not be categorized 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.*

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