

Internship	Transparency, Integrity and Accountability Programme (TIP) Intern
Reports to:	Senior Technical Advisor (Output 3 Lead)
Duration	Six (6) Months

1. ROLE /OVERVIEW

The Intern will assist the Output 3 task team of the **Transparency, Integrity and Accountability Programme (TIP)** with supporting the formation and formalization of **multi-stakeholder partnerships (MSPs)** composed of representatives from government, civil society and the private sector. Output 3 focuses on MSPs to increase transparency, integrity and accountability in South Africa and specifically in the Gauteng Province. The three focus areas of the MSPs are whistleblowing and corruption reporting, open public procurement and business integrity. The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** on behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)** and co-financed by the **Swiss State Secretariat for Economic Affairs (SECO)** functions as a secretariat to the MSPs. The longer-term goal is that the MSPs develop instruments (guidelines, digital tools, policy research etc) contributing to the implementation of the **National Anti-corruption Strategy (NACS)**.

A. RESPONSIBILITIES

The **intern** will support the output 3 with preparing, organizing and documenting meetings and other forms of engagement of the relevant stakeholders. The immediate objective of those meetings is the commitment to joint goals and the formulation of action plans on how to achieve those goals. GIZ also assists the (future) MSPs with trainings on stakeholder engagement methodologies as well as with the clarification of their roles, rules and decision-making processes. The intern will support those processes.

B. TASKS

- Assist with the logistical preparation of meetings and workshops including power point presentations and other documents, such as the agenda.
- Draft meeting minutes and coordinate their approval.
- Assist with managing the stakeholder compendium.
- Produce/suggest written communication materials according to demand.

- Assist with the development and maintenance of a website and social media channels according to demand.
- Draft Terms of Reference (ToRs) if services are procured within Output 3.
- Assist with the monitoring of the action plans of the MSPs.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications:

- At least an undergraduate degree in Communications, Journalism, Marketing, Public Relations, Political Science or any similar course.

Other Knowledge, Additional Competences:

- Experience with the organization of smaller events and/or workshops.
- Well-structured work style and the ability to fulfill tasks accurately.
- Experience with working in complex teams.
- Interest in international development cooperation.
- Good and clear writing style.
- Experience with the facilitation of exchange and dialogue between different actors is an asset.

D. ADDITIONAL INFORMATION

- The position will be based at the **GIZ Offices in Hatfield, Pretoria.**
- The contract period for this Internship is for Six (6) Months.

E. APPLICATION PROCESS

Suitable candidates should apply for this position by submitting:

- A **motivation letter (max. 1 page)** stating why they should be the preferred candidate, and
- A **detailed CV indicating their nationality.**

Applications should be submitted to: recruit-pretoria@giz.de with subject line “**Application for TIP Internship**” for the attention of the Head of Human Resources.

Closing date for applications: **10th of January 2023.**

Only shortlisted candidates will be informed.

Applications without a motivation letter will not be considered.