

Internship	Internship: South African - German Energy Partnership
Reports to:	Head of Secretariat: South African-German Energy Partnership
Duty Station	Hatfield, Pretoria
Duration	Six (6) Months – 01 May 2024 until 31 October 2024

BACKGROUND

The **South African – German Energy Partnership** was established in 2013 and is co-led by the **German Federal Ministry for Economic Affairs and Climate Action (BMWK)** and the **South African Department of Mineral Resources & Energy (DMRE)**. The Energy Partnership aims to facilitate the energy policy dialogue between the two countries through high level exchange formats and promote trade and investment in energy-related sectors. The Energy Partnership aims at developing sustainable and country-specific solutions for dealing with the opportunities and challenges involved in the transition to clean energy.

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** hosts the Secretariat of the Energy Partnership with a coordination function and follows-up the implementation plan of the partnership.

Both countries pursue the following objectives:

- Establishing an intergovernmental dialogue on effective and efficient policy solutions for a secure, environmentally friendly, and economically successful energy system.
- Implementing joint cooperation projects to put sustainable energy solutions into practice.
- Cooperating closely with the private sector of both countries by considering energy companies' perspectives on policy matters and by using their technical expertise and experience.
- Creating synergies between ongoing bilateral energy cooperation projects.

Against this backdrop, the Energy Partnership wishes to employ an intern for a period of six months from **01 May – 31 October 2024**. The intention is to expose the intern to the work environment that spans across focus topics, in particular events management and communication.

A. TASKS AND RESPONSIBILITIES:**Main Outputs for the Internship:**

The intern will be providing technical and administrative support in the implementation of the key tasks of the Energy Partnership Secretariat. The tasks will comprise of support to the following activities, but not limited to:

1. Contribution to the implementation of the Communication Strategy of the Energy Partnership:
 - Support the implementation of the outreach activities of the Energy Partnership.
 - Develop a social media implementation plan for the Energy Partnership.
 - Manage the Energy Partnership social media platforms (X and LinkedIn): prepare posts and upon approval, assume responsibility for distribution.
 - Update content for the Energy Partnership website.
2. Provide events management support to the activities of the Energy Partnership that aim at advancing the policy dialogue and cooperation with the private sector, civil society and academia.
 - Provide input into the planning and execution of the Energy Partnership events.
 - Prepare social media presence per event (pre- and post- event cards/posts)
 - Provide logistics/admin support per event. This may include physical travel to the event.
3. Support the implementation of the thematic topics:
 - Participate in the execution of the 2024 Operational Plan of the Energy Partnership.
 - Participate in the activities of the GIZ Energy Cluster with the aim of fostering topics synergies and to enhance teamwork spirit.
4. Conduct and support any other relevant activities as and when required.

B. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- University degree in an area related to communications, event management, energy, environmental, or related subject.
- Possession of, or in progress of completing a postgraduate degree will be an added advantage.

Competencies and Experience

- Minimum of 1-year experience in the energy sector, preferably renewable energy and energy efficiency.
- Minimum of 1-year experience with communications / marketing with specific reference to social media savviness, good writing skills and knowledge of relevant digital communications tools.
- Minimum of 1-year experience with events management.
- Experience with project management.
- Good communication skills (oral and written English).
- Excellent MS-Office skills (outlook, power point, word, excel) with digital skills.

Knowledge

- Basic knowledge of terms and concepts associated with the sustainable energy transition.

C. ADDITIONAL INFORMATION

- The position will be based at the GIZ Offices in **Hatfield, Pretoria**.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- The successful candidate will be expected to start full-time employment with GIZ on a fixed-term contract as soon as possible.

- This internship is for **Six (6) months** period, in correspondence with GIZ rules regarding the internships programme.

D. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting a

- **A detailed CV.**
- **motivation letter (concisely 1 page)** stating *why they should be the preferred candidate, the value added they will bring to the Energy Cluster programme.*

The application should be submitted to: recruit-pretoria@giz.de, with the following email subject line **“Application for Internship: South African - German Energy Partnership”** for the attention of **Head of Human Resource.**

Closing date for applications: **29th of March 2024.**

Only applicants shortlisted for interview will be contacted.

Applications without a Cover letter will not be considered!