GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

VACANCY ANNOUNCEMENT

The Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) invites suitably qualified and innovative individuals to apply for the following Internship position:

1.INTERN – INFORMATION TECHNOLOGY

Job Title   : Intern-Information Technology
Job category   : Professional, Band 1
Location   : Gaborone, Botswana
Place   : GIZ Country Office
Duration   : One (1) year starting **01.06.2025**

A. RESPONSIBILITIES:

The IT Intern will support the IT Unit in ensuring efficient and secure ICT operations across the GIZ Country Office and project teams. Key responsibilities include:

- Assisting in the maintenance and optimal performance of IT infrastructure, including hardware, software, and networks.

- Identifying IT-related issues, contributing to problem-solving efforts, and supporting the implementation of effective solutions.

- Contributing to the introduction and adoption of innovative IT tools and systems to enhance operational efficiency.

- Supporting knowledge management by documenting IT processes, sharing best practices, and facilitating knowledge transfer within the organization.

B. TASKS:

1. Hardware

- Assists in purchasing and maintaining hardware (notebooks, printers, digital cameras, scanners, servers, and all PCs) in accordance with current GIZ standards.

- In consultation with IT specialist, helps purchase and improve hardware and networks, assists with testing new hardware systems, and identifies options for upgrading existing systems and peripherals.

2. Software

- Assist in maintaining all GIZ standard software.
- helps update and purchase new software.
- Assists in regularly updating all software to ensure optimal performance.

3. Operational support

- Helps install and maintain the local area network (LAN) in consultation with management and within the limits of his/her authority to act, consults with suppliers to ensure that the network, and computer hardware function properly.
- Incorporates market developments on relevant IT issues on his/her own initiative.

4. General tasks

- Assists colleagues with basic hardware and software issues.
- Sets up and configure workstations, printers, and other IT peripherals.
- Responds to IT service requests and escalating complex issues as needed.
- Maintains an inventory of all hardware and software systems, and updates this to reflect changes.

5. Other duties/additional tasks

- Performs other duties and tasks at the request of management.

C. REQUIREMENTS:

Qualifications
- BA/BSc in Information Technology/IT Studies or similar

Professional experience
- Atleast one (1) year of experience in an IT support environment
- Outstanding working knowledge of ITC technologies (related software, email, the internet) and computer applications (e.g. Office 365)
- Excellent working knowledge of current IT technologies, applications, and best practices

Other knowledge, additional competences
- Good knowledge and command of English
- Commitment to continuous skill development as required for assigned tasks, with training and upskilling measures agreed upon with management.

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

Closing date for application is 11.04.2025

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.