

INTERNSHIP ANNOUNCEMENT

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. GIZ promotes complex reforms and change processes. Its corporate objective is to improve people's living conditions on a sustainable basis. For more information about GIZ, please see: www.giz.de

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is seeking to fill **nine (9)** **Local Internship positions** within the following projects, programmes, service unit, and communication unit:

No	Project/ Programme/ Unit	Available Positions
1	European Union (EU) Integration Reform Processes in Kosovo	1
2	Entrepreneurship Promotion	4
3	Kosovo for Green	1
4	Project Service Unit	1
5	Communications Unit a. Graphic design intern b. Public relations intern	2

1. Intern - Support of EU-Integration Reform Processes in Kosovo

The overall purpose of the assignment

The intern will support the team in various areas while contributing to project implementation. In addition, the internship will be an opportunity for the intern to gain hands-on experience in the topics covered by the project.

Main tasks and responsibilities

- Assist with implementation of trainings organised for various partner institutions and stakeholders.
- Assist in organisation of the workshops, conferences and other public events.
- Assist the project with preparatory work for implementation of the activities in particular with preparatory analyses as necessary.
- Assist the project for data collection, presentations, reporting, social media content and other relevant materials.
- Assist team members in various tasks, such as preparing materials for meetings, facilitating and documenting workshops, seminars, and other meetings with stakeholders at all levels, and coordinating logistics.
- Perform other duties and tasks at the request of the project leader, component manager and advisors.

Required qualifications and competencies

Qualification

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives, such as Public Administration, Law, International Relations, European Integration and Computer Sciences.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value
- Good working knowledge of computer applications (e.g. MS Office)
- Strong ethics, integrity, reliability, and confidentiality
- Excellent verbal and written communication skills
- Good interpersonal and organisational skills
- Good presentation skills.

2. Interns (4) - Entrepreneurship Promotion (EP)

The overall purpose of the assignment

The Interns will support efficient and transparent management of Grant Scheme Lot 1, 2 and 3 by providing technical, administrative, and coordination assistance to EP Project Advisors.

Main tasks and responsibilities

- Support the verification and analysis of applications under the Ministry of Agriculture, Forestry and Rural Development (MAFRD) grant schemes.
- Support the maintaining and update beneficiary databases, ensuring data accuracy and completeness.
- Assist in compiling monitoring data, progress indicators, and visual summaries for reporting purposes.
- Contribute to the preparation of draft analytical notes and data summaries for EP advisors.
- Support digital filing and classification of applications, contracts, and monitoring documents.
- Perform other duties and tasks at the request of the project leader, component manager and advisors.

Required qualifications and competencies

Qualification

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives, such as Agriculture, Agribusiness, Rural Development, Economics, Statistics, Management, or related fields.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value
- Good working knowledge of computer applications (e.g. MS Office)
- Excellent written and verbal communication skills
- Strong ethics, integrity, reliability, and confidentiality
- Friendly and helpful attitude; good interpersonal skills.

3. Intern - Kosovo for Green (K4G)

The overall purpose of the assignment

The intern will support the Circular Urban Development – Kosovo4Green project team in activities related to climate-sensitive urban development in Kosovo. The project aims to strengthen institutional and municipal capacities for sustainable urban planning, improve spatial planning frameworks, and implement pilot interventions that enhance the livability and resilience of cities. The internship will provide an opportunity to gain hands-on experience in urban planning, climate adaptation, and development cooperation, while supporting Kosovo's efforts to align its spatial planning practices with EU standards.

Main tasks and responsibilities

- Support project implementation by assisting in the preparation and coordination of activities such as urban resilience planning, climate-sensitive public space design, and data collection for municipalities

(Prizren, Gjakova, Gjilan).

- Assist with research and documentation on topics related to sustainable urban planning, climate adaptation, and public space improvement.
- Contribute to drafting workshop materials, and communication content for capacity-building and stakeholder engagement activities.
- Assist in the organization of training events and participatory workshops with central and local governments.
- Support communication and visibility work, including drafting and designing reports and preparing materials for events.
- Perform other duties and tasks at the request of the project leader, component manager and advisors.

Required qualifications and competencies

Qualification

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives, such as Architecture, Spatial Planning, Geography, Environmental Studies or Civil Engineering.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value
- Good working knowledge of computer applications (e.g. MS Office). Knowledge of Adobe Illustrator and Adobe InDesign is an added value
- Excellent written and verbal communication skills
- Strong ethics, integrity, reliability, and confidentiality
- Friendly and helpful attitude; good interpersonal skills.

4. Intern - Project Service Unit

The overall purpose of the assignment

The intern will support the Project Service Unit (SU) by providing administrative, organizational, and logistical support. This internship will offer the opportunity to gain practical experience in project support and management processes within GIZ.

Main tasks and responsibilities

- Support the administrative, organisational, and logistical aspects for the projects under the SU.
- Assist in organizing efficient day-to-day activities of the projects served by the SU.
- Assists in ensuring a good flow of communication and information within the SU. projects and with the GIZ office.
- Support the procurement of materials, equipment, and services in line with GIZ procurement procedure.
- Support in maintaining file management system.
- Support the monitoring of monthly accounting and financial plans.
- Assist in the daily checking, processing and recording invoices.
- Support the monitoring project inventory through the On-Site Asset software tool.
- Support the organization of workshops, events, seminars, study visits and other activities.
- Perform other duties and tasks at the request of the unit leader.

Required qualifications and competencies

Qualification

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives such as Business Administration, Economics, Management or Finance.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value
- Good working knowledge of computer applications (e.g. MS Office)
- Excellent written and verbal communication skills
- Strong ethics, integrity, reliability, and confidentiality

- Friendly and helpful attitude; good interpersonal skills.

5. Interns (2) - Communications Unit

a. Graphic design intern

The overall purpose of the assignment

The intern will support the communication and public relations efforts of GIZ Office Kosovo, working closely with the Communications Unit, with a particular focus on graphic design and visual content creation. The internship will also be an opportunity for the intern to gain hands-on experience in the topics covered by GIZ Kosovo.

Main tasks and responsibilities

- Assist in the design and development of visual content for various communication channels, including social media, media materials, internal platforms, and print publications.
- Support the creation of branded materials, presentations, infographics, and digital assets in accordance with GIZ corporate design guidelines.
- Contribute to the visual aspects of campaigns and events, including promotional materials and on-site visuals.
- Help with photo editing and basic video production tasks for online and offline use.
- Ensure consistency in visual communication across all media and platforms.
- Provide support in internal communication materials and events through visual enhancements.
- Assist in maintaining an organized archive of visual assets and project files.
- Perform other related tasks as requested by the Senior Communications Specialist.

Required qualifications and competencies

Qualifications

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives, such as graphic design, visual communication, multimedia, or a related field.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value
- Good working knowledge of computer applications (e.g. MS Office)
- Excellent written and verbal communication skills
- Strong ethics, integrity, reliability, and confidentiality
- Friendly and helpful attitude; good interpersonal skills.
- Proficiency in graphic design software (e.g., Adobe Illustrator, InDesign, Photoshop, Canva or similar)
- Basic knowledge of video editing software (e.g., Adobe Premiere Pro or similar)
- Strong attention to detail and a creative mindset
- Familiarity with social media platforms.

b. Public relations (PR) intern

The overall purpose of the assignment

The intern will support the communication and public relations efforts of GIZ Office Kosovo, alongside the Communications Unit. The internship will also be an opportunity for the intern to gain hands-on experience in the topics covered by GIZ Kosovo.

Main tasks and responsibilities

- Assist in creating content for various communication channels, including social media posts, media materials, internal platforms, other articles etc.
- Monitor social media channels for engagement, trends, and feedback.

- Support the planning, coordinating and executing campaigns and events.
- Assist with logistics, promotion, and post-event reporting.
- Ensure that all communication materials adhere to the company's brand guidelines.
- Help with internal communication, including announcements, and updates.
- Assist in organizing meetings, maintaining communication records.
- Performs other tasks as requested by the Senior Communications Specialist.

Required qualifications and competencies

Qualification

- Student or a recent graduate not more than 6 months ago in the area that is related to the objectives, such as communications, marketing, PR or a related field.

Other knowledge, additional competences

- Very good knowledge of English; German is an added value
- Good working knowledge of computer applications (e.g. MS Office)
- Excellent written and verbal communication skills
- Strong ethics, integrity, reliability, and confidentiality
- Friendly and helpful attitude; good interpersonal skills.
- Familiarity with social media platforms and digital marketing
- Basic photography and video editing skills.
- Basic knowledge of graphic design programs
- Very good knowledge of ITC technologies and computer applications
- Attention to detail and excellent time management skills

Location: GIZ Office – Pristina

Start date: 1st of February 2026

Duration: 6 months (full-time, paid internship – 40 hours/week)

How to apply?

Interested and suitably qualified candidates are invited to submit their electronic application in English, in **PDF format**, to application.kosovo@giz.de

- CV (Europass template is recommended)
- Letter of motivation
- Diploma or confirmation of ongoing studies, references/recommendations (if in possession)
- Exclusively to ensure transparency and avoid any potential conflict of interest, please provide the name(s) of any individuals who are related to you or you may know that have either previously worked for or are currently employed by GIZ, to the best of your knowledge (GIZ, in this case, will act in accordance with Article 13 of the Law No. 06/L –082 on Protection of Personal Data)
- Subject of the email: **Name & Surname-Local Intern-Project/Unit name.**

Applications that do not meet these requirements will not be considered!

Deadline for the application: **17th of November 2025**

Only short-listed candidates will be contacted and invited to the next stage of recruitment.

GIZ encourages applications from women, candidates from ethnic communities, and persons with a disability to apply.

***Disclaimer**

Data Privacy

GIZ is committed to ensuring the security and protection of the personal information we process.

Declaration of Consent

You agree that your personal data will be used for the purpose of the recruitment process, only. The information will only be accessed by recruitment staff and panel members. You understand that your data will be held securely and will not be distributed to third parties. You have a right to change or access your information. You understand that your personal data will be deleted after six months when this information is no longer required for this purpose.