

<b>Salary Band: Intern</b>	<b>Intern: IT</b>
Reports to:	<b>Head of Finance and Administration</b>
Deputy	<b>IT Specialist</b>

## BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a service provider in the field of international cooperation for sustainable development and international education work, dedicated to shaping a future worth living around the world. We do so through projects in the thematic areas of economic development and employment promotion, energy and the environment, and peace and security. GIZ operates in approximately 120 countries worldwide, delivering business volume of approximately 4 billion €.

The GIZ South Africa, Lesotho, and eSwatini Country Office (CO) seeks to employ an IT Intern to join our team and organization. The intern will work with IT and digital tools used extensively by the GIZ employees to achieve its business objectives. Working in the IT unit involves ensuring that all relevant IT systems are working as they should and in compliance with applicable rules and regulations.

The IT Unit is looking for a highly motivated and talented Intern who will work closely with the IT Specialists during a six (6) month internship period to gain hands-on related experience essential for the success of their career.

## A. RESPONSIBILITIES

The **IT Intern** will work to provide ICT support to colleagues in the GIZ CO and projects. Responsibilities are:

- Maintain all working hardware and software (IT infrastructure) in optimum condition to minimise interruption to GIZ work.
- Ensure that the IT systems in use comply to guidelines relating to IT and data security according to ISO/IEC 27001 certification.
- identifying relevant problems and issues and assisting in formulating implementation-oriented solutions.
- Further developing instruments and assisting in introducing innovation and change managing knowledge by disseminating and documenting know-how, experience and information.

## **B. TASKS**

### **1. IT Infrastructure and tools (hardware, software and networks)**

The Intern

- Assists in purchasing, installing and maintaining hardware (notebooks, printers, digital cameras, scanners, servers and all PCs) in accordance with current GIZ standards;
- Monitors the state of hardware and software in use and in consultation with management, helps purchase and improve hardware and networks, assists with testing new hardware systems, and identifies options for upgrading existing systems and peripherals;
- Help maintain all GIZ standards and custom software used in the field structure (e.g. Office 365, SAP, Payroll, Windows 10/11 and Server);
- Help update and purchase new software;
- Monitors the internet connections in use to ensure maximum uptime;
- Helps maintain local area network (LAN).

### **2. IT Security**

- Help monitor vulnerabilities in the communications networks used to ensure data leaks are prevented;
- Helps design and monitor existing set up to ensure compliance to GIZ IT and data security regulations;
- Helps regularly update antivirus software and relevant operating system updates/patches to ensure a secure working environment;
- Helps maintain user permissions and access to a local shared filing system;
- Helps in data backup to ensure possibility of total recovery.

### **3. General Tasks**

- Carries out and ensures general administration of the entire IT system;
- Backs up data and safeguards the system against hackers;
- Resolves all computer and internet problems, prepares all the necessary information and provides phone support;
- Ensures an IT emergency service;
- Assists in advising on IT projects;
- Maintains a list of all hardware and software systems, and updates this to reflect changes;
- Documents the installation and settings on the server and on all computers;

- Ensures that IT on site is up to date according to GIZ IT guidelines.

### **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

#### **Qualifications:**

- Diploma or Degree in IT.
- Training for Microsoft Windows Server 2012/2016, Windows 10 and MS Office 2016/365 or Equivalent experience (Certificate advantageous);
- CompTIA A+ and N+ certificates (advantageous);
- Training for CCNA (certificate advantageous);
- Outstanding knowledge of IT hardware and software used, computer network systems, database software, and network security;
- Ideally, knowledge of GIZ systems and specific GIZ software (SAP, WINPACCs, etc.).

#### **Professional experience**

- At 0 to 6 months professional experience in a comparable position;
- Experience in an IT position or similar experience in IT area will be advantageous (not required).

#### **Other Knowledge, Additional Competences**

- Outstanding working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office 365 suite, MS Teams, SAP is an added advantage);
- Good knowledge and command of the English language is a must skills, a knowledge of German is an added advantage;
- Very good communication skills, ability to express oneself well both verbally and in writing, experience;
- Team player, collaborative, good interpersonal and intercultural skills;
- Ability to work under stress;
- Pro-active and ability to work independently and within given deadlines;
- Willingness to upskill as required by the tasks to be performed and take on additional tasks as identified by Management.

**D. ADDITIONAL INFORMATION**

- This position is **Pretoria/Hatfield** based and will require everyday presence.
- The contract period for this position is **six (6) months**.
- At GIZ, the Technical Advisor will be offered an atmosphere that is characterised by diversity, respect and genuine equal opportunities. GIZ is a signatory to the Diversity Charter. Recognition, appreciation and inclusion of diversity are important to us. All employees shall be valued – regardless of gender, gender identity, ethnic origin, religion or belief, disability, social background, age or sexual orientation.

**E. APPLICATION PROCESS**

Suitable candidates should apply by submitting a motivation letter detailing why they should be the preferred candidate; accompanied by a detailed CV indicating their nationality. Suitable candidates must submit their applications by following this link: <https://giz.simplify.hr/vacancy/qhzg9t> to be considered.

Closing date for applications: **05 December 2025**.

**Only shortlisted candidates will be informed.**

**Applications without a motivation letter will not be considered!**