

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 **six (6)** **Local Internship positions** within the following projects, programmes, service unit, IT and communications unit:

No	Project/ Programme/ Unit	Available positions
1	Entrepreneurship Promotion	2
2	Kosovo for Green	1
3	Communications Unit	1
4	Project Service Unit	1
5	Information Technology (IT) Unit	1

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

The overall purpose of the assignment

Two interns will be engaged to support the implementation of project activities in cooperation with national institutions. Each intern will be assigned to a different institutional partner and will contribute to distinct areas of work.

a. Intern to support activities with the Ministry of Industry, Entrepreneurship, Trade and Innovation (MIETI)

The intern will support activities related to private sector development, Micro, Small and Medium sized Enterprises (MSME) support, trade, industry, and reform agenda implementation. The assignment includes administrative, coordination, and analytical support to project activities implemented in cooperation with MIETI. The internship offers exposure to institutional coordination processes and policy-related technical assistance.

Main tasks and responsibilities

- Support the organization and coordination of technical assistance activities with MIETI
- Assist in preparing reports, presentations, briefing notes, and meeting minutes
- Support the organization of workshops, consultations, trainings, and stakeholder meetings
- Assist in research and data collection related to MSMEs, trade, industry, and reform priorities
- Support communication and coordination with institutional stakeholders and project partners
- Assist in maintaining monitoring tools and project documentation systems
- Support preparation of analytical summaries and background materials on economic and policy topics

- Contribute to visibility and communication activities related to project implementation
- Provide general administrative and operational support to the project team
- Perform other duties and tasks at the request of project 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 Economics, Business Management, Political Sciences, Law.

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.

b. Intern to Support Activities with the Ministry of Agriculture, Forestry and Rural Development (MAFRD)

The intern will support the implementation of grant scheme and co-financing activities in cooperation with MAFRD. The role includes administrative, coordination, and data management support related to beneficiary applications, reporting, and project documentation. The internship provides hands-on experience in grant scheme management and institutional capacity-building activities.

Main tasks and responsibilities

- Support processing, organization, and filing of beneficiary applications and documentation
- Maintain monitoring, tracking, and reporting tools related to grant scheme implementation
- Assist in communication and follow-up with applicants, beneficiaries, and stakeholders
- Support preparation of reports, presentations, briefing notes, and meeting minutes
- Assist in data collection, reporting, and preparation of analytical summaries
- Support organization and administrative preparation of trainings, workshops, and capacity-building activities with MAFRD
- Assist in coordination with relevant institutional departments, experts, and project partners
- Support communication and visibility activities related to the grant scheme
- Maintain accurate and updated beneficiary databases and documentation systems
- Provide general administrative and operational support to the project team
- Perform other tasks as assigned by the line manager.

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 Agroeconomics, Agriculture, Agribusiness.

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.

2. Intern - Kosovo for Green (K4G)

The overall purpose of the assignment

The intern will support the implementation of project activities in the areas of integrated waste management, circular economy, climate policy, and sustainable urban development. The role includes administrative, organizational, and communication support to project components, particularly in waste management and climate policy. The intern will assist in preparing project documents and communication materials, supporting the organization of events and a high-level climate conference, and providing day-to-day support to the Programme Manager, Component Leaders, and Advisors. The internship will also be an opportunity for the intern to gain hands-on experience in the topics covered by the project.

Main tasks and responsibilities

- Support implementation of activities under integrated waste management and climate policy components
- Assist in planning and organizing workshops, events, and a high-level climate conference
- Contribute to preparation and development of content, materials, and presentations for project events
- Support drafting, formatting, and compilation of reports, publications, and project documents
- Assist in communication and coordination with partners and stakeholders
- Take meeting minutes and support documentation of actions and follow-ups
- Contribute to monitoring, reporting, and knowledge management activities
- Perform other duties and tasks at the request of project 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 Environmental Studies, Geography, Economics, Architecture/Engineering, Urban Planning, or similar.

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 - Communications Unit

The overall purpose of the assignment

The intern will assist in the communication and public relations efforts of GIZ Office Kosovo, working closely with 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
- Attention to detail and excellent time management skills.

4. Intern - Project Service Unit

The overall purpose of the assignment

The intern will support the Project Service Unit (SU) by ensuring that administrative, organizational, and commercial tasks are implemented accurately, efficiently, and in a timely manner, in line with defined objectives. The intern will also serve as a key contact point for operational support. This internship will offer the opportunity to gain practical experience in project support and management processes within GIZ.

Main tasks and responsibilities

- Provide administrative, organisational, and logistical support to projects under the SU
- Support internal communication and information flow within the SU and with the GIZ country office
- Support the procurement of materials, equipment, and services in line with GIZ procurement procedure
- Support in maintaining and updating the project filing and documentation system
- Support monitoring of monthly accounting and financial plans
- Assist in daily checking, processing and recording invoices
- Support the monitoring project inventory through the On-Site Asset software tool
- Assist in 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, Accounting 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. Intern - IT Unit

The overall purpose of the assignment

The intern will support the IT Unit in ensuring the smooth and efficient delivery of daily IT services in line with GIZ standards and procedures. The role includes providing technical and administrative assistance to staff, contributing to the maintenance of IT systems and equipment, and supporting digitalisation and documentation activities. The internship will offer practical experience in IT service management

Main tasks and responsibilities

- Assist in the installation, configuration, maintenance, and upgrading of IT equipment and standard software
- Provide first-level IT support to users/ staff on routine hardware, software and system related issues
- Coordinate with external IT service providers and suppliers when required
- Maintain and update IT documentation, inventory records, and database information
- Support the tracking and organisation of office IT assets and equipment
- Contribute to updates of internal digital platforms and communication materials related to IT and digitalisation initiatives
- 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 computer science, information systems, or 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)
- Understanding of basic hardware components and troubleshooting
- Familiarity with basic network concepts (LAN, internet connectivity, Wi-Fi)
- Awareness of IT security basics (e.g. antivirus, data backup)
- Excellent written and verbal communication skills
- Strong ethics, integrity, reliability, and confidentiality
- Friendly and helpful attitude; good interpersonal skills.

Location: GIZ Office – Pristina

Start date: 1st of August 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: **1st of June 2026**

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

GIZ welcome applications from all qualified individuals, particularly women, persons from non-majority communities, and persons with disabilities, 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.