



Vacancy Announcement #069/2026

Internship - Event and Travel Management for Partners Unit

GIZ AU

Contract duration : 6 months

Application deadline : 18.07.2026

Duty station: Addis Ababa

Brief and attractive description of the project/ unit

Background

The [Deutsche Gesellschaft für Internationale Zusammenarbeit \(GIZ\) GmbH](#) is a global service provider in the field of international cooperation for sustainable development dedicated to shaping a future worth living around the world. As a public-benefit federal enterprise, GIZ supports the German Government – in particular the Federal Ministry for Economic Cooperation and Development (BMZ) – and many public and private sector clients in achieving their objectives in international cooperation in around 120 countries.

Since 2004, GIZ has been a reliable and trusted partner of the African Union (AU) to enhance inclusive growth and sustainable development on the African continent in line with the AU's [Agenda 2063: The Africa We Want](#). With around 250 staff, [GIZ African Union](#) cooperates with the AU Commission, as well as the AU's specialised institutions and agencies, such as the Development Agency AUDA-NEPAD, at continental, regional and national level in more than 40 member states. Key areas of engagement include Peacebuilding and Conflict Prevention, Governance, Sustainable Economic Growth, Health and Social Development, as well as Just Transition.

The GIZ AU Event and Travel Management for Partners Unit is responsible for supporting the planning and organization of events & partner travel for all GIZ AU projects

Responsibilities and Tasks

The intern will support the BMM IV team by:

1. Ticket Database Management

- Collect, organize, and file regularly all ticket related email correspondence with accurate travel information on the designated event and travel Microsoft Teams channel.
- Prepare and compile ticket records using travelers' name, event name, travel dates and other relevant details.



- Verify the completeness and accuracy of travel information before entering it into the database.
- Ensure all ticket document records are organized and easily retrievable according to the unit's filing standard.
- Coordinate with the Event Management Team to obtain feedback and updates on ticket records.
- Follow up with team members to collect missing email correspondence and required documentation for the ticket database.
- Assist in tracking outstanding travel documentation to ensure database completeness.
- Send timely reminders to the team regarding pending documentation.

2. Business Partner Registration

- Prepare and submit the completed Business Partner (BP) registration Excel sheet to the BPM Team for processing.
- Maintain and update the Business Partner (BP) registration tracking Excel sheet for travelers requiring registration.
- Ensure traveler information is complete and accurately recorded before forwarding the registration request to the BPM Team.
- File and organize all BP registration Excel sheets and related correspondence on the designated Microsoft Teams channel.
- Provide updates to the Event and Travel Management Team during weekly meetings on the number of travelers whose BP registration requests have been submitted.

Additional Responsibilities

- Provide general administrative support to the Event and Travel Management Unit as assigned by the supervisor.
- Serve as the focal person for welcoming and receiving service providers (hotels, travel agencies, and other vendors).
- Follow up with service providers with invoices and verify them against the corresponding contracts, and purchase orders
- Assist in preparing meeting agendas, taking meeting minutes and documenting action points when required.
- Perform other administrative and operational tasks assigned by the supervisor to support the effective functioning of the Event and Travel Management Unit.
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Required qualifications, competencies, and experience.

Qualifications



- A newly graduate with bachelor's degree in relevant fields (business administration, public administration, management or social studies)
- Excellent communication skills in English and Amharic language are mandatory.
- Good organizational and documentation skills.
- Ability to prioritize and plan work activities and use time efficiently
- High social and intercultural competence and strong communication competences
- High flexibility and collaboration capacities
- Strong attention to detail and accuracy as well as ability to work both independently and as part of a team.
- Ability to organize and prioritize several tasks at the same time working in a dynamic environment
- Knowledge of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) is an advantage.
- Trustworthiness and ability to maintain strict confidentiality and observing data protection and associated guidelines where appropriate.

Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via recruitment-ethiopia@giz.de

Note:

Please make sure you mention the vacancy number and position **#069 2026/Internship _Your Full Name** in the subject line of your email application.

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacant numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted. We encourage people with disabilities to apply for the position. In the case of equal qualification, people with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefit package."

