



Vacancy Announcement #075/2026

Internship

Economic Transformation Cluster

Contract duration: 31/01/2027

Application deadline: 18.07.2026

Duty station: Addis Ababa

Number of open positions-3

Brief and attractive description of the project/ unit

Project Background

The Sustainable Training and Education Programme (STEP IV) is implemented by GIZ on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-financing from the European Union, in partnership with the Ethiopian Ministry of Labour and Skills (MoLS) and other public and private sector stakeholders. The programme supports the implementation of Ethiopia's TVET reforms by strengthening governance and regulatory frameworks, enhancing private sector engagement, and promoting demand- employment-oriented vocational training aligned with labour market needs and the Education and Training Policy 2023. STEP IV also provides strategic and technical support to develop innovative training approaches that respond to green, digital, and societal transformation, while fostering entrepreneurship and gender equality. Through strengthened cooperation between companies and TVET institutions, the programme aims to improve the quality and relevance of vocational training, contributing to better employment and income opportunities, particularly for young people.

Responsibilities and Tasks

The intern will support the implementation of the Sustainable Training and Education Programme (STEP) by providing administrative, logistical, and technical assistance to teams. The intern will contribute to the effective planning, coordination, implementation, and documentation of project activities.

Key responsibilities include:

- Support data collection, data entry, and compilation of project information.
- Assist in organizing workshops, trainings, meetings, and other project events, including logistical arrangements and participant coordination.
- Support preparation of event materials, attendance lists, and meeting documentation.
- Support the collection and organization of project activity and event documents, including participant lists, and meeting minutes or workshop reports
- Provide administrative and logistical support to the Programme Management Unit and technical advisors.

Carry out other tasks assigned by the supervisor in support of programme implementation.



Required qualifications, competencies, and experience.

Qualifications

- Higher education degree (BA or BSc) in Education, Digitalization, ICT, AI, Social Sciences and Business management, TVET/engineering or related fields

Professional experience

- No professional experience is required.
- Recent graduate

Other knowledge, additional competencies

- Knowledge in the area of education (Technical and Vocational Education and Training) and /or private sector development
- Experience in data collection
- Proficient in reading, writing and speaking English
- Computer literacy, especially Microsoft Office
- High interest in self-development and intellectual curiosity
- Highly motivated

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 **Internship #074/2026** **_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."

