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 recruit **nine (9) Local Interns** for the following projects, programmes, communications unit and service units:

No	Project/ Programme/ Unit	Available positions
1	**Entrepreneurship Promotion**	2
2	**Kosovo Energy**	1
3	**Kosovo for Green**	2
4	**Economic Empowerment of Women**	1
5	**Communications Unit**	1
6	**Project Service Unit**	2

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 Agriculture, Forestry and Rural Development (MAFRD)

The intern will assist the GIZ Entrepreneurship Promotion (EP) project in its cooperation with the Ministry of Agriculture, Forestry and Rural Development (MAFRD), particularly in grant scheme implementation, rural development and institutional capacity-building. The internship will also provide hands-on experience in the topics covered by the project.

Main tasks and responsibilities

- Support processing, verification, organisation and filing of grant beneficiary and applicant documentation.
- Update monitoring, tracking and reporting tools related to investment grant schemes and implementation progress.
- Assist with data collection, quality checks and preparation of summary tables and brief analytical reports.

- Support communication and follow-up with grant applicants, beneficiaries, MAFRD and relevant implementing partners.
- Assist in organising technical assistance activities, trainings, workshops and coordination meetings.
- Draft meeting minutes, briefing notes, presentations and supporting documentation for institutional capacity-building.
- Support communication and visibility activities, including the collection and documentation of beneficiary information and success stories.
- Provide administrative and operational support to the EP project team.
- Perform other duties and tasks at the request of project leader.

Required qualifications and competencies

Qualification

- Student or a recent graduate (having graduated no more than 6 months ago) in agricultural economics, agriculture, rural development, economics, public administration, business administration or a closely 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.

b. Intern to support activities with the University Hospital and Clinical Service of Kosovo (SHSKUK)

The intern will assist the GIZ Entrepreneurship Promotion (EP) project in its cooperation with the University Hospital and Clinical Service of Kosovo (SHSKUK), particularly in institutional strengthening, hospital management, quality assurance and related technical assistance. The internship will also provide hands-on experience in the topics covered by the project.

Main tasks and responsibilities

- Assist in organising and documenting technical assistance activities with SHSKUK and relevant health institutions.
- Support the collection, consolidation and organisation of non-sensitive institutional data for monitoring and reporting.
- Assist in preparing analytical summaries, briefings, presentations and progress reports on institutional strengthening.
- Support the documentation of workflows, procedures, quality assurance activities and improvement measures.
- Assist with meeting coordination, agendas, minutes and follow-up on agreed actions with institutional counterparts.
- Support logistics and administrative preparations for trainings, workshops and stakeholder consultations.
- Maintain orderly project records and tracking tools while respecting confidentiality and data protection requirements.
- Provide administrative and operational support to the EP project team.
- Perform other duties and tasks at the request of project leader.

Required qualifications and competencies

Qualification

- Student or a recent graduate (having graduated no more than 6 months ago) in public health, health management, healthcare administration, management, economics, public administration or a closely 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.

2. Intern - Kosovo Energy Project (KEP)

The overall purpose of the assignment

The intern will actively assist in the development and implementation of the communication and visibility plan for the project. He/she will be responsible for assisting with the selection, production and publication of communication materials for the project and our partners to enhance the visibility of the activities with our partners. Further to that, the intern will continuously support the project team leader and its advisors on other activities on demand. 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

- Assist the project on collection, preparation and communication with the partners on different campaigns.
- Assist the team on the Monitoring and Evaluation for data collection.
- Research and proposes new innovative tools and methods to enhance the project's visibility.
- Support the project in the coordination and communication with the partner institutions/counterparts.
- Assist in content preparation for the workshops and trainings in Kosovo.
- Support the organization and preparation of meetings, workshops and trainings at all levels, with the project team and leader.
- Assist in facilitation and documentation of workshops and/or meetings with partners, if needed/requested.
- Take minutes during work meetings and events.
- Perform other duties and tasks at the request of project leader.

Required qualifications and competencies

Qualification

- Student or a recent graduate (having graduated no more than 6 months ago) in economics, business management, law, international relation, engineering or a closely 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.

3. Interns (2) – Kosovo4Green (K4G)

The overall purpose of the assignment

Two interns will be engaged to support the implementation of project activities in two components: Climate & Energy Transition Partnership, and Integrated Waste Management and Circular Economy. Each intern will be assigned to one of the two components and will support activities specific to their respective area of work.

a. Intern to support the Climate & Energy Transition Partnersip

The intern will support the Climate & Energy Transition Partnership team in the implementation of project activities, including research, event organisation, partner coordination and the preparation of project materials. The internship will provide practical experience in climate and energy cooperation in Kosovo.

Main tasks and responsibilities

- Support project implementation by assisting in the preparation, implementation, and coordination of activities in the areas of national and subnational climate action, energy transition, and climate diplomacy.
- Support the team with desk research, e.g. compiling information, summarising documents and tracking news on climate and energy developments in Kosovo and the region.
- Assist in the planning and organisation of events and workshops, including cross-component activities and content preparation for conferences.
- Assist in communication and coordination with partner institutions and counterparts.
- Take accurate minutes during work meetings and events, ensuring comprehensive documentation and follow-up actions.
- Contribute to knowledge management and assist in monitoring and reporting activities.
- Assist in the compilation, refinement and formatting of project publications, reports, presentations and communication materials, in line with GIZ guidelines and under the supervision of the communication lead.
- Perform other duties and tasks at the request of project leader and project advisors.

Required qualifications and competencies

Qualification

- Student or a recent graduate (having graduated no more than 6 months ago) in environmental studies, economics, electrical engineering/ energy studies, international relations or a closely 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.

b. Intern to support the integrated Waste Management and Circular Economy

The intern will support the implementation of activities under the component Integrated Waste Management and Circular Economy component, including activity coordination, event organisation, preparation of project materials, partner communication, and monitoring and reporting. The intern will also contribute to cross-component activities as required.

Main tasks and responsibilities

- Support implementation of project activities in the preparation and coordination of activities related to integrated waste management and the circular economy.
- Assist in the planning and organisation of events, conferences, workshops and other project activities, including cross-component activities.
- Support the planning and organization of events and activities related to waste management in Kosovo.
- Assist in preparing, editing, and formatting project publications, reports, and presentations.
- Support communication and coordination with partner institutions and other stakeholders.
- Take accurate minutes during work meetings and events, ensuring comprehensive documentation and follow-up actions.
- Contribute to knowledge management and assist in monitoring and reporting activities.
- Perform other duties and tasks at the request of project leader and project advisors.

Required qualifications and competencies

Qualification

- Student or a recent graduate (having graduated no more than 6 months ago) in environmental studies, economics, architecture/engineering, urban planning or a closely 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.

4. Intern - Economic Empowerment of Women (EEW)

The overall purpose of the assignment

The intern will support the Economic Empowerment of Women project team in implementing activities to reach and engage women, facilitate their access to training and qualification opportunities, and support their integration into the labour market. Tasks will include supporting the organisation of training sessions, events, and stakeholder meetings, coordinating with local partners. Further to that, the intern will continuously support the project team leader and its advisors on other activities on demand. The internship will provide practical experience in women's economic empowerment, employment promotion, and labour market inclusion in Kosovo

Main tasks and responsibilities

- Support project implementation by assisting in the preparation, implementation, and coordination of activities aimed at promoting women's economic empowerment, improving access to employment and qualification opportunities, and strengthening gender-responsive employment services.
- Assist the Economic Empowerment of Women project team in organising training sessions and events, coordinating with partners and stakeholders at the local and national levels, integrating digital tools and AI applications into project activities and processes and preparing project materials, while supporting digital skills development and the use of innovative solutions to promote women's economic empowerment and labour market inclusion.
- Assist in the planning and organisation of events and workshops, including cross-component activities and content preparation for conferences.
- Assist in communication and coordination with partner institutions and counterparts.
- Take accurate minutes during work meetings and events, ensuring comprehensive documentation and follow-up actions.
- Contribute to knowledge management and assist in monitoring and reporting activities.
- Assist in the compilation, refinement and formatting of project publications, reports, presentations and communication materials, in line with GIZ guidelines and under the supervision of the communication lead.
- Perform other duties and tasks at the request of project leader and project advisors.

Required qualifications and competencies

Qualification

- Student or a recent graduate (having graduated no more than 6 months ago) in economics, business administration, international relation or a closely 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.

5. 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 (having graduated no more than 6 months ago) in 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.

6. Interns (2) - Project Service Unit (SU)

The overall purpose of the assignment

Two interns 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.
- Assist in the organization of workshops, events, semiras, 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 (having graduated no more than 6 months ago) in 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.

Location: GIZ Office – Pristina

Start date: 1st of February 2027

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: **13th of November 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.