| Internship | **Project Intern – Admin and Finance Climate Cluster** |
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| Reports to: | Head of Service Unit: **Climate Cluster** |
| Duration | Six (6) months |

## 1. PROGRAMME BACKGROUND

Germany provides a visible and impactful contribution to support the South Africa Government in reaching its goals to tackle the challenge of climate change. Climate Change in South Africa is a highly dynamic topic, which includes a large spectrum of topics that each come with their own challenges but also opportunities. The area of our work is broadening as we tackle related areas such as biodiversity, water affairs but also cross-cutting matters such as gender, private sector engagement as well as involvement of the youth. Our portfolio is highly connected to the international agenda of climate change and biodiversity but also deeply rooted in local structures and capacities.

As **Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)** it is our role to navigate this terrain and provide value to our commissioning entities, which include mostly German Federal Ministries, but also to our partners in South Africa. Our partners entail Government Departments, the Climate Commission, Provinces, Municipalities, NGOs, Private Sector entities and many others. The GIZ Climate Cluster South Africa is thus made up of several bilateral and GloBe projects towards addressing climate change.

## A. RESPONSIBILITIES

The intern's core task will be to support the Finance and Admin Cluster Service Unit in financial, organizational and administrative aspects and successful implementation of the specific tasks as mentioned below.

## B. TASKS

- Assist with cluster filing processes i.e. both electronic and physical files for:
  - Procurement of Goods.
  - Procurement of Services.
  - Logistics and Events.
- Actively support in service contracts and procurement of goods.
- Assist with entering data on the tracker tools within the cluster including respective links i.e.

  - Procurement of Goods Tracker Tool on procurement updates.
  - Procurement of Services Tracker Tool on procurement updates.
  - Invoice tracker for follow up processes with CO on payments.
- Further update the current procurement of service tool to ensure prompt monitoring of contract end dates and processes.
- Assist with invoice check processes including monthly fleet invoices prior to payments and bookkeeping.
- Support the cluster in preparation of meetings and minute taking.
- Provide general documentation support as might be requested by colleagues.
- Manage administrative tasks relating to different GIZ instruments.
- Provide administrative support and logistical support in operations including organization of events.
- Support during the Climate Cluster Internal Control preparatory processes.
- Support in preparation and/or formatting of admin and finance related presentations as will be requested.
- Support in voucher preparations and compilations before bookings.
- Assist in inventory labelling and records on intermittent basis.
- Perform other duties and tasks as will be directed by the line manager.

## C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

**Qualifications:**

- A degree in an area of Business Administration, Finances or Economics.

**Professional experience and skills:**

- Academic or internship experience in Office Administration, Project Management.
- Working with knowledge and information management systems will be an asset

**Other Knowledge, Additional Competences:**

- Excellent working knowledge of IT technologies (related software, phone, fax, email, the internet) and standard MS Office applications (e.g. Outlook, Word, Excel, PowerPoint);
- Very good communication skills, fluent spoken and written in English;
- Ability to quickly understand instructions, ask for clarification when needed, adapt and work independently to produce results on time;
- Ability/ motivation to work in a multi-cultural work environment; good team player;
- High attention to details and preciseness.

## D. ADDITIONAL INFORMATION

- This position is based at GIZ in Pretoria.
- The employee must be prepared to travel to the project areas within South Africa.
- The contract period for this internship is a period of **six (6) months**.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation, and inclusion of diversity in the company are important to us. All employees shall be valued – regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

## E. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter (max. 1 pages)** detailing why they should be the preferred candidate. This should be accompanied by a **detailed CV indicating their nationality.**

**Suitable Applicants must submit their applications by following this link: https://giz.simplify.hr/vacancy/aeatlp**

Closing date for applications: **13th November 2026.**

**Please note that only shortlisted candidates will be informed,**

**Applications without a motivation letter or without indicating their nationality will not be considered!**