

# Trainee Opportunity with GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is owned by the Federal Republic of Germany with International operations in Uganda, GIZ Implements commissions for the German government and other national and international, public, and private sector clients within the framework of the international Cooperation between the Federal Republic of Germany and the Government of Uganda.

GIZ is looking for a Trainee to be trained in the areas as listed down.

Title	Trainee
	<b>GIZ Uganda Country Office</b>
Reports to:	Country Director
Duty Station:	Kampala
Contract Duration:	6 months
Ref No:	GIZ – CO/I/0422024

***We encourage women, people with disabilities and minority groups to apply for this position. GIZ is committed to equal opportunities and diversity of perspective at the working place.***

## A. Key Learning Areas

- Administrative support to the Country Director.
- Creation and revision of strategy papers and presentations.
- Participation & recording of minutes at various meetings with GIZ programme offices, ministries, embassies and many more.
- Taking over editorial and organisational tasks as well as the preparation and implementation of events.
- Support of the communication department in the organisation of media trips - writing articles for social media, newsletter, GIZ website and intranet.
- Support the Country Office wherever necessary.
- Support the Focal Point for Disability Inclusion and Gender Mainstreaming with specific tasks (e.g., Organizing a Disability Inclusion Workshop for all GIZ staff in Uganda).

## B. Required qualifications, competences, and experience

### Qualifications

- At least Bachelor's degree (or in Senior year) in Political Science or Social Science; Economics; Communications or a similar field.
- Understanding and understanding in office management.
- Very good knowledge of MS Office (Teams, Word, Excel, PowerPoint).
- Quick comprehension, good analytical skills, and the ability to present complex contexts in a well-structured way.
- Understanding of International organizations and/or NGOs.

## C. Other knowledge, additional competences

- Excellent communication and interpersonal skills.
- Excellent command of English language (oral and written).
- Self-reliant and motivated.
- Accurate and attention to detail.
- Ability to manage time efficiently.
- Dependable, punctual, and trustworthy.

### **How to Apply**

All interested and qualified persons are strongly encouraged to apply by email to [recruitment-uganda@giz.de](mailto:recruitment-uganda@giz.de). Applications and CVs should be in one document and a maximum of 5 pages only. Please include name and contact of three references in the CVs. Please quote the position and reference number in the subject line. Applications should be received by 5.00pm on the **1<sup>st</sup> May 2022**. Please note: This is a national position. **Only the shortlisted candidates will be contacted.**

***Disclaimer: GIZ DOES NOT charge any kind of FEE(s) at whichever stage of the recruitment process.***