As a federally owned enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

For our office in Algeria/Tlemcen we are looking for an

Intern “student and academic affairs” for the project “Support to the Pan African University and establishing the Institute of Water and Energy Sciences (including Climate Change) (PAUWES)”

Scope of Activity

The Pan African University (PAU) is a continent-wide initiative of the African Union Commission (AUC) to revitalize higher education and research in Africa. It is aiming to exemplify excellence, nurture quality, and enhance the attractiveness and global competitiveness of African higher education and research. The 5 thematic institutes of the PAU, which are located in all 5 regions of the continent, will establish Master and PhD programs and engage in collaborative and development oriented research programs.

GIZ is supporting the Department of Human Resources, Science and Technology of the African Union Commission (HRST) in the establishment of one of the 5 PAU Institutes, namely the Pan African University Institute of Water and Energy Sciences, including Climate Change (PAUWES), which is based in Tlemcen, Algeria. The Institute has started its operations in October 2014.

The GIZ team in Tlemcen, Algeria, focuses on the direct support of PAUWES in its institutional establishment e.g. in supporting the setting up of teaching and study programs as well as the building up of applied research. The GIZ PAU team in Addis Ababa offers capacity building to the HRST and the PAU Rectorate, concerning the strengthening of the overall PAU structure, with special focus on the establishment of the PAUWES Institute.

Your Tasks

Your tasks will be to support the GIZ team in Tlemcen in its efforts to assist its partners in the realization of this complex project. You will be integrated into the daily operations, supporting the team in its tasks and participating in internal meetings.

The focus will be on support activities in the area of student affairs with some further support activities in other area of academic affairs.
Your tasks will comprise the following fields:

- **Support GIZ consultants and advisors in the field of academic affairs:**
  - collecting data and information, drafting process overviews, drafting concept notes, preparing presentations, drafting status quo reports and preparing meeting minutes;
  - support in preparing the ToRs for any required external consultants and setting up of contracts as well as potential on boarding;
  - support in the preparation of the new academic calendar planning;
  - support in any required administrative processes related to the recruitment and on-boarding of short term academic staff, such as preparation and dissemination of the call for academic staff, selection process, timetabling and all aspects of course capacity planning;
  - support in course and professor evaluations.
- **Support GIZ consultants and advisors in the field of student affairs:**
  - gathering of information and preparation of handouts and guidelines;
  - the planning of extracurricular activities and intercultural activities, organization of events.
- **Contribute to the knowledge management by developing, updating and filing project documentation.**
- **Take on other technical, administrative and logistical tasks for general support of the team.**

**What we offer**

- The opportunity to get a diverse and intensive insight into a very exciting international technical cooperation project in the education sector, to become an integral part of the implementation and to get hands-on work experience in a complex working environment with the possibility to work independently and assume responsibility.
- To learn how to overcome challenges in a multi-cultural setting with diverse stakeholders as well as political communication.
- To get acquainted with the institutional landscape of the African Union and partnering institutions and understand the complex political environment and multilevel approach of this complex flagship programme commissioned by BMZ.
- To gain a broad overview of the daily operations of an international project office.
- To strengthen analytical and organizational skills.
- To learn how to communicate and interact cross-culturally.

**Your Profile**

- You have successfully finished at least 3 years of your study program with a focus on (higher) education, social sciences, humanities, communication sciences, organizational development, event management or other related study fields. A Master's Degree is an asset. You are currently enrolled in or graduated from a college or university not longer than 6 months before the start of the internship.
- You have excellent communication skills in English and German as well as a good command of French, both in speaking and writing. Knowledge of Arabic is an asset.
- Strong MS Office, organisational and analytical skills.
- Highly motivated and flexible to learn and to contribute to a young and dynamic team of international and national staff with the aim to support the institutional development of a young, pan African institute, and willing to take on responsibility, work independently and efficiently.
- You work well under pressure and have an excellent time management and a developed intercultural sensitivity.
- First practical experience in project management and in the field of higher education, ideally in a multicultural context, is an asset.
- Further experience in higher education management, university administration and research, knowledge management and/or monitoring and evaluation is an asset.
- Previous experiences with an international organisation, coordinating short- and long-term activities and interacting with project stakeholders, organising events, etc. Previous experiences with GIZ and in developing countries are an asset.

**Work Period**

6 months, starting as soon as possible.

**Our Offer**

We pay a lump sum to cover flights, vaccinations, accommodation, and living costs.

**Other Information**

Please do not hesitate to apply if you are currently enrolled in or graduated from a college or university not longer than 6 months before the start of the internship. For questions related to the internship, please contact Ms. Fadia Abdelbari (fadia.abdelbari@giz.de).

We are looking forward to your application until Sunday, October 23, 2016. Please send your CV as well as a motivational letter to Ms. Fadia Abdelbari (fadia.abdelbari@giz.de).