

Intern (m/f/d) at GIZ / programme GET.invest

As a federal company, [GIZ](#) supports the German Federal Government in achieving its goals in international cooperation for sustainable development.

Job-ID: P1490V792

Location: Bruxelles

Assignment period: 07/01/2019 - 12/31/2019

Field: Trainees

Type of employment: full-time

Application deadline: 05/01/2019 [via GIZ Job Portal](#)

Job description

GIZ is looking for a communications intern to support the private-sector targeted programme [GET.invest](#). Since late 2018, GIZ has been implementing GET.invest, supported by the European Union, Germany, Sweden, the Netherlands, and Austria. The multi-donor programme aims at mobilising investments in decentralised renewable energy projects. It supports private sector business and project developers as well as financiers and regulators in building sustainable energy markets. In doing so, it contributes directly to the interlinked development (SDG) and climate change objectives (Paris Agenda).

During your internship, you will support the Communications Manager of GET.invest in planning and preparing daily communications activities. The objectives are to build and maintain the programme's audience, promote GET.invest's services to beneficiaries, establish a reputation in the sector, and give visibility to GET.invest's donors and their initiatives. A wide target group – ranging from project developers and financiers, to governments and regulators, peers, and the population in beneficiary but also countries of GET.invest's donors – will allow the intern to discover different communication approaches. During the internship, the candidate will also have the opportunity to work on several long-term tasks such as the development of an impact story series, the production of a video to promote the programme, and the launch of a new programme website.

Your tasks

- Draft + copy-edit texts for websites, news, social media in both English and German
- Prepare smaller PR assignments with Adobe InDesign + Photoshop
- Help build a new programme website and maintain social media presence
- Monitor and analyse communications data (e. g. website, social media)
- Assist in developing video material
- Help conceptualise and draft an impact story series
- Prepare communication guidelines for colleagues and partner organisations

- Prepare presentations and format documents

Your profile

- Academic degree, at least Bachelor's certificate, preferably in the area of communications, political/social sciences, or similar
- Excellent command of oral and written English and German; French and Portuguese are a plus
- Prior experience in communications, or demonstration of strong interest
- Proficient use of Microsoft Office (in particular Word, Excel, PPT); experience with Adobe InDesign and Photoshop is an asset
- Experience with, or the ability to quickly familiarise yourself with, content management systems (in particular WordPress)
- Strong attention to detail, creativity, reliable and self-starting personality
- Very good time management and flexibility
- Strong interpersonal communication skills

Notes

Please be informed that you are only allowed to apply for this internship, if you are currently enrolled as a student or graduated not longer than six months ago.

GIZ would like to increase the proportion of employees with disability, both in Germany and abroad. Applications from persons with disabilities are most welcome.

Please send us your cover letter, outlining how your background matches the position, and how the position fits into your personal career development, CV and at least one writing sample. Writing samples can be short texts, articles or similar on a related topic.

For further information, please contact Ms Christina Gewehr (christina.gewehr[at]giz.de). Please note that the contract will be concluded under Belgian law. Working time will be 38 hours/week with a monthly stipend of 1,225 € gross. Additionally, you will benefit from lunch vouchers, compensation for transportation in Brussels, and two days of paid leave per month.

Please apply [via GIZ Job Portal](#). If you cannot follow the link, go to <https://jobs.giz.de/> and look for keyword 'P1490V792'.