

ANNOUNCEMENT FOR INTERNSHIP:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
EU Support to Strengthening the Fight against Migrant Smuggling and
Trafficking in Human Beings in the Western Balkans, in Skopje,
offer the vacancy of:

INTERN (paid internship)

Duration: The Internship is foreseen for the period of 1st September 2023 until 29th February 2024.

Weekly working hours: 40 (full time position)

Band: 1

Background

Irregular migration to the European Union that puts vulnerable migrants at risk of trafficking in human beings has particularly increased since the end of 2021. In 2022, over 300.000 irregular entries were recorded at the external borders of the European Union (EU), representing an increase of 64% compared to the same period the previous year. A large part of these arrivals was recorded on the Western Balkan route, making it one of the main routes for smuggling of migrants into the EU.

Judicial authorities and law enforcement still need more capacities and partly also expertise to effectively and efficiently prevent and combat migrant smuggling and trafficking in human beings (THB) in the Western Balkans. The project "EU Support to Strengthening the Fight against Migrant Smuggling and Trafficking in Human Beings in the Western Balkans" seeks to improve the conditions for preventing and combatting migrant smuggling and trafficking in human beings in the Western Balkans. It does so by working with law enforcement and judicial authorities on inter-institutional and intra-regional cooperation, as well as by strengthening the partnership with EU Member States and EU Justice and Home Affairs Agencies. The project fosters the ability of Western Balkan authorities and frontline workers to identify and provide protection to (potential) victims of trafficking in human beings and to refer them to competent state and non-state assistance and support services.

Furthermore, the project assists border authorities in preventing and countering trafficking in human beings and migrant smuggling in line with EU standards and human rights.

The job description highlights the responsibilities and tasks of the Intern in North Macedonia, for the above described project.

A. Responsibilities

In close coordination with the Component Leader 2 (CL2) for THB Prevention and Protection and as part of the Embedded Country Team (ECT) consisting of a Legal Advisor, a seconded Prosecutor and a seconded Police Officer, the Intern is responsible for:

- Support of the CL2 and project team in the implementation of the project;

- Support of the CL2 and the project team in the implementation of project management tasks (e.g. operational planning, knowledge management, etc.)
- Providing administrative support services for the project and the country office in Skopje;
- Closely liaising and coordinating with the projects' administrative and finance officer and the CL2 in Skopje but also with colleagues from the rest of the Western Balkans, as well as with the Country Office in preparation of administrative or project related tasks.

B. Tasks

Networking, cooperation and coordination

- Supports cooperation and dialogue between the project team and implementation partners, relevant organisations and individuals in the area of intervention of the project;
- Supports coordination of project activities within the project team and with relevant other players development cooperation in North Macedonia and regionally.

Support to partner institutions

- Support to the development, implementation and monitoring of projects activities;
- Support to summarising relevant documents for use in the project implementation;
- Proactively supports the organisation and follow-up of partner meetings.

Knowledge management and monitoring

- Supports knowledge transfer within the project;
- Draws-up reports and presentation documents;
- Monitors the interventions for their impact and feeds results back into the implementation structures;
- Supports reporting to the EU and German ministry BMZ;
- Assists with research activities on relevant political topics, initiatives and programmes;
- Ensures that records of project activities are always kept up to date and in line with GIZ standards.

Event management and logistics

- Support the administrative and logistical aspects of project activities (event management, flights, airport transfers, accommodation, meetings, workshops, securing relevant equipment etc.);
- Follow-up with project beneficiaries on activities.

Administration

- Provides short translation when necessary and conducts research if necessary;
- Preparation of photocopies and scans of documents, if required, (events, workshops, team meetings), provides support to the team members in scanning, signing and sending documents;
- Support the finance and admin officer for the preparation of project documentation.

- Supports the team in integrating and applying the data protection rules and regulations;

Other Duties/Additional Tasks

- Supports the team in integrating and applying the data protection rules and regulations;
- Assists in /or performs other activities/tasks upon request of colleagues in coordination with CL2.

C. Required qualifications, competences and experience

Qualifications

- Recently graduated (not longer than 6 month ago) student from a University of political or social sciences, law school or other related fields.

Professional experiences

- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- Working experience in and/or with NGOs in North Macedonia or regionally is a plus;
- Working experience with vulnerable groups or in the field of refugee protection is a plus;
- Working experience in working with political authorities in North Macedonia or elsewhere is a plus.

Other knowledge, additional competences

- Fluent written and oral knowledge of English and local languages;
- Knowledge of migration policy, THB, integration and social work;
- Very good communication skills;
- Strong management and organisational skills;
- Willingness to do business trips abroad (Western Balkans region);
- Should be used to work flexibly as part of a wider team in a challenging environment;
- Proactive and cooperative working style;
- Willingness to upskill as required by the tasks to be performed.

How to apply:

Qualified candidates are invited to submit their electronic application in English language consisting of a Letter of Motivation, CV with detailed description of your experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to:

hr-nordmazedonien@giz.de

Only selected applicants will be invited to an interview following the evaluation of application letters and CVs. Candidates who have not been contacted should consider that there will be no follow-up to their application.

Subject of the email: REF: Application – Intern EU Support to Fight CTHB and Migrant Smuggling

Deadline for the application: 27.07.2023