

<b>Title</b>	<b>Trainee in Administration and Event Organization</b>
<b>Reporting to:</b>	Administrative Assistant and Head of Office

## **A. Background Information**

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 and has currently 152 students from 25 countries across Africa enrolled in the four master programmes (two Masters of Sciences (MSc) in both Water and Energy Engineering and two Masters of Sciences (MSc) in both Water and Energy Policy).

The GIZ team in Tlemcen, Algeria, focuses on the direct support to 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.

## **B. Area of responsibility**

The trainee, under the instructions of the Administrative Assistant and the Head of Office, is responsible for assisting in the proper functioning of the secretariat in the GIZ office in Tlemcen, Algeria, supporting the technical team where and when required, assisting in event and meeting organization. The trainee must be able to deal with ambiguity and to jump in into different tasks where and when required.

## **C. Tasks and duties**

- Assist in the proper functioning of the secretariat under the instructions of the administrative assistant:
  - The organization of missions for technical team (flight and hotel search and booking, requests and special form filing, mission expense processing)
  - Update of the invitation table for visitors and consultants; onsite support for any international guests;
  - Update the planning of the occupation of the GIZ / PAUWES apartment;
  - Preparation of the invitation letters for any international guests; support in regards to any needs while in Tlemcen;
  - The administration for documents and forms (requests for service, authorizations etc.);
  - Management of incoming and outgoing mail (mail, faxes, e-mail);
  - Team calendar management and event scheduling;
  - Printing, making photocopies and scanning of documents as required;
  - Translations and drafting of reports, official letters, e-mails and any other required texts in English, French and Arabic;

- Classification of documents in paper files or/and in the knowledge management system (DMS) according to the GIZ classification rules;
- Provision of any needed administrative support for the technical team.
- Support the technical team and the administrative assistant in meeting and event organization:
  - Search for best venue options, agenda and budget planning (receiving offers, pro-forma invoices, etc.), any required logistics (flight search and booking, taxi bookings, schedule planning etc.)
  - Preparation of any required documents, presentations and reports, printing and scanning
  - Documentation of meetings in a form of minutes

#### **D. Other Attributes**

- Assumes other activities and duties on instructions from his / her superior;
- Treats information in a confidential manner, particularly in the areas of human resources and finance;
- In able to adapt to an international working environment;
- Acts always in a professional and respectful manner.

#### **E. Qualifications and skills**

- Currently a student at the University at the end of the University cycle
- Must be able to provide an internship agreement signed by the Head of University's Rectorate
- Availability during the agreed period – anticipated start date July 1st, 2017 for 6 months
- Excellent working knowledge of information and communication technologies (corresponding software as well as telephone, fax, e-mail, internet) as well as computer applications (such as MS Office);
- Excellent knowledge of the English language;
- Good management and organizational skills, motivation and willingness to learn.

#### **F. Application**

Please submit your application (CV and Motivational Letter in English) to Ms. Fadia Abdelbari ([fadia.abdelbari@giz.de](mailto:fadia.abdelbari@giz.de)) by June 15<sup>th</sup>, 2017. In case of any questions on the internship please do not hesitate to reach out to Ms. Fadia Abdelbari.