

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German government-owned enterprise with international operations. We implement commissions for the German federal government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 20,000 staff members worldwide.

GIZ **Project Administration Unit (PAU)** is looking for a highly motivated candidate for following position to be based with the GIZ PAU, Suva Office under the responsibility of the Head of Finance & Administration.

**Finance & Administration Intern -(PAU-Suva)**

The incumbent, under the overall supervision of the Superior, the Intern will provide administrative and finance support to the PAU team. In addition, perform general clerical duties, including drafting documents and communication.

**Major Functions/Duties:**

In carrying out his/her role, the Finance & Administration Intern – PAU Suva performs the following major functions/duties:

* Ensure all files are labelled and kept in accordance with GIZ filing standards
* Assist in screening, scanning and undertake electronic filling of the accounting vouchers
* Assist with data entry and photocopy, scan and bind documents as needed
* Provide support with packing files for sending to Central Archive
* Document service requests and other inquiries
* Update and maintain a database of all incoming and outgoing invoices
* Assist with updating of PAU-Suva inventory
* Perform bank runs, collect bank statements, check mailbox
* Run errands on behalf of PAU Team as requested
* Assists in and/or carries out other tasks as assigned.

**Experiences & Qualification**

* Certificate Diploma or similar qualification from a recognised institution
* Basic experience with finance and administration work experience

**The following skills will be desirable**

* Positive attitude, zeal to learn and develop
* Proficient computer skills especially MS office applications
* Good organisational, proactive and time management skill
* Good written and verbal communication skills
* Ability to work with people from diverse backgrounds.
* Ability to work under time pressure

**Our offer:**

Remuneration package to commensurate with qualifications and experience

To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement-oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer on [Salote.Dau@giz.de](mailto:Salote.Dau@giz.de) or by post/ hand delivered **no later than 4.00p.m Friday 25th November 2022** addressedto:

**VACANCY – Finance & Administration Intern -(PAU-Suva)**

**Level 3, Module 2, Plaza One, Downtown Boulevard,**

**33 Ellery Street, Suva**

**P.O.Box 14041, Suva.**

**GIZ is an equal opportunity employer**