Intern (m/f/d) in the International Tax Compact (ITC)/Network of Tax Organisations (NTO) within Sector Programme Good Financial Governance (SP GFG)


Job-ID: V000056812
Einsatzort: Bonn
Einsatzzeitraum: 01.12.2023 - 31.05.2024
Fachgebiet: Nachwuchs

Art der Anstellung: Vollzeit
Bewerbungsfrist: 15.10.2023

Tätigkeitsbereich

The International Tax Compact (ITC) facilitates the secretariats of the Addis Tax Initiative (ATI) and the Network of Tax Organisations (NTO). It is driven by the vision of fair, efficient, and transparent tax systems for sustainable development and aims to strengthen the effectiveness of the results-oriented initiatives in the area of tax and development by facilitating and supporting networking, knowledge sharing, and multi-level cooperation within and across initiatives in an impartial manner. The ITC is part of the GIZ Sector Programme Good Financial Governance (SP GFG). More information about the ITC and its work lines can be found at www.taxcompact.net, www.addistaxinitiative.net and www.nto.tax

Ihre Aufgaben
As an intern (m/f/d), you will support the International Tax Compact (ITC), in particular the Network of Tax Organisations (NTO) to implement the activities agreed upon in its work plan.

These include:

- Implementing and contributing to the further development of NTO, most notably by facilitating cooperation and exchange among NTO member organisations;
- Supporting the implementation of the 2024 NTO annual activity plan, particularly work activities and processes related to NTO products and peer-learning;
- Supporting the organisation, implementation, and follow-up of (virtual and hybrid) international events and meetings (e.g., webinars, workshops, conferences, etc);
- Working on strategic documents, and supporting the organisational development of NTO in line with its strategy and structure;
- Assisting in the conceptual preparation of studies and conducting background research, drafting briefs, factsheets, and internet articles etc;
- Evaluating current dialogue and worldwide developments in the field of good governance and public finance, with a special focus on tax and development;
- Supporting knowledge management, network management, and the exchange of information within the ITC and other external stakeholders;
- Supporting the ITC and the SP GFG in its day-to-day administrative work.

**Ihr Profil**

- University degree - equivalent to a bachelor’s degree or higher - in economics, political science, public administration, law, regional studies, or other relevant discipline.
- Basic knowledge and vast interest in the field of policymaking and governance, tax policy and administration, organisational development, and/or international development cooperation.
- Organised, structured, independent, detail-oriented, and results-driven mode of working.
- Ability to work under time pressure and to quickly familiarise oneself with complex development related issues.
- Very good knowledge of MS Office programmes (Outlook, Word, Excel, Power Point, One Note, etc).
- Experience with virtual and hybrid event management (conferences, webinars, workshops, etc.) is a distinct advantage.
- Experience in project and network management is an advantage.
- Fluency in written and spoken English is mandatory. Good Knowledge of French, Spanish, and/or German is a distinct advantage.
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 from the start of your internship.

We pay a monthly stipend of €2.064,- (gross).

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

For further information, please contact Ms Xiong (hao-fei.xiong@giz.de) oder Ms Chartouni Rodrigues (tais.chartouni@giz.de).