

Communications Internship at GIZ India

Indo-German Biodiversity Programme	Location: New Delhi
Deadline: 2 April 2024	Email: biodiv.india@giz.de
Term: 4 months (Full-time role)	Stipend: 23,000 INR

About Us

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation services for sustainable development and is an enterprise owned by the German Government. With a global footprint in over 120 countries, GIZ leverages its regional and technical expertise for local innovation.

For over 60 years, GIZ has been working jointly with partners in India for sustainable economic, ecological, and social development. The thematic areas of GIZ in India are - Environment, Climate Change and Biodiversity; Sustainable Urban and Industrial Development; Energy and Sustainable Economic Development. The Indo-German Biodiversity Programme, GIZ India addresses the challenges of biodiversity conservation across India jointly with the Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India. Read more <https://indo-germanbiodiversity.com/>

Terms of Reference

- Assisting in maintaining compliance with GIZ corporate design guidelines and data protection and copyright regulations.
- Supporting the programme in communicating project impact.
- Supporting the design, proofreading and printing of communication materials.
- Writing and editing articles, reports, fact sheets and brochures in close coordination with technical experts.
- Supporting in organising the repository of knowledge material from the projects.
- Supporting the team in organising events, workshops and team meetings.
- Assisting teams in their day-to-day queries related to branding and communications.

Eligibility

1. BA/MA in Communications/Journalism or similar fields. The candidate should have completed their qualifying degree not more than 6 months ago.
2. Excellent writing and proofreading skills in English.
3. Working knowledge of Adobe Creative Suite and MS Office, with proficiency in graphic design and video editing.
4. An eye for detail and the ability to multitask while working with different teams.

Application

Please submit your CV, cover letter (not more than 400 words) with any of your work samples to biodiv.india@giz.de, CC- tanbir.azmi@giz.de by **2 April 2024** with the mail subject 'IGBP Communications Internship'.

****Only shortlisted candidates will be invited for an interview****

