



## INTERNSHIP OPPORTUNITY

### Administrative and Finance Intern (Re-advertised)

GIZ is a federally owned enterprise operating worldwide, assisting the German Government in achieving its policy objectives in the field of international cooperation. It offers demand-driven, tailor-made and effective services for sustainable development worldwide. In Tanzania and across the region GIZ supports the Government of the United Republic of Tanzania and the EAC in attaining their development goals.

GIZ Tanzania seeking to recruit (2) detail-oriented and motivated **Interns** to support the Finance Unit within the Country Office with administrative functions in accounting and finance. The successful candidates will be performing various tasks, with excellence and integrity.

**Duty station:** Dar es Salaam  
**Fixed term contract**

#### Responsibilities and Tasks

- Assist with verification of documents and invoices
- Support the finance team with day-to-day accounting activities.
- Assist with Compiling of VAT refund documents for submission to authorities, and tracking.
- Assist with Verification of travel expense claims.
- Collaborate with other departments and ensure compliance with financial procedures.
- Report without delay to the person responsible for accounting on all problems in financial administration and compliance with rules
- Assist with scanning vouchers for digital archiving
- Assist with filing of Accounting documents and treating information confidentially
- performs other duties and tasks as assigned by the supervisor

#### Qualification

- Fresh graduate with a University Degree in Accounting, Finance, Economics, or a related field.
- Basic knowledge of accounting or administrative functions
- Good knowledge of the use of Microsoft applications like Excel, Word, PowerPoint etc
- Good written and verbal communication skills in English.
- Ability to work collaboratively in a team environment and provide reliable day-to-day administrative and coordination support.

#### Applications:

Interested candidates should send applications through <https://www.fuzu.com/jobs/administrative-and-finance-intern-giz-tz>

Closing date for submission: **22.05.2026**.



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Only shortlisted candidates will be contacted.

GIZ Tanzania is an equal opportunities employer and encourages applications from all qualified and eligible candidates regardless of their gender, origin, religion/belief, disability, or any other minority group.



## EMPLOYMENT OPPORTUNITY

### Digital Economy Intern

The Digital Economy Team supports the implementation of regional and international strategies to foster digital transformation, innovation, and policy development. The team engages with multiple stakeholders, including governments, private sector actors, and civil society, to advance digital public infrastructure, regulatory frameworks, and inclusive digital economies.

To strengthen our efforts, we are seeking a **Digital Economy Intern** to support the Team Lead in implementing digital economy initiatives, conducting policy analysis, and facilitating international collaborations. The intern will contribute to ongoing projects related to digital governance, cross-border data flows, e-commerce, and emerging technology regulations.

**Duty station:** Arusha

**Duration:** 6months

#### Responsibilities

- Conduct research and analysis on digital economy policies, regulations, and best practices.
- Support the drafting of policy briefs, reports, and presentations on digital transformation topics.
- Assist in the coordination of meetings, workshops, and stakeholder engagements related to digital economy initiatives.
- Monitor international and regional trends in digital governance, including developments from international bodies such as the African Union, United Nations, and World Bank.
- Contribute to knowledge management and documentation of key insights from discussions and reports.
- Support cross-functional collaboration with internal teams and external partners, including government agencies, private sector players, and development organizations.
- Assist in preparing briefing materials for high-level meetings and events.
- Perform other relevant tasks assigned by the Team Lead.

#### Required qualifications, competences, and experience

##### Qualifications:

- Bachelor's or master's degree in digital economy, International Relations, Public Policy, Economics, Law, or a related field.

##### Competencies and Professional Experience:

- At least one year of experience in digital economy policy work, international relations, or related areas.
- Strong understanding of digital economy trends, policy frameworks, and governance structures.
- Experience in conducting research and drafting policy documents.
- Familiarity with international digital transformation initiatives and regulatory frameworks.
- Excellent writing, analytical, and communication skills.
- Ability to work independently and collaboratively in a diverse, fast-paced environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and online collaboration tools.



**Language Skills:**

- Proficiency in English (written and spoken); knowledge of Kiswahili or French is an added advantage.

**Additional Information**

- This position is based at Arusha, Tanzania
- The internship is for a period of **six months**.
- The intern will receive a stipend in accordance with GIZ's internship policy.
- We strongly encourage applications from diverse backgrounds, including candidates from underrepresented communities.

**Applications:**

Interested candidates should apply through the link

<https://www.fuzu.com/jobs/digital-economy-intern-giz-tz-5c6fd80e>

Closing date for submission: **25.05.2026**

**Only shortlisted candidates will be contacted.**

At GIZ we celebrate diversity. We actively seek and enthusiastically encourage applications from individuals of all religions, nationalities, genders, sexual orientations, gender identities, expressions, ages as well as individuals with disabilities.

**GIZ RESERVES ALL RIGHTS**

**Apply Now!!**