



Professional internship offer at DSIK Regional Office in Rwanda: Local Junior Consultant

Background

German Sparkassenstiftung for International Cooperation (DSIK) is a German NGO that promotes financial sector development. DSIK was established by several Sparkassen in Germany in 1992. Since that, it has been working in more than 80 countries, successfully carrying out more than 200 projects. We are working in Eastern Africa for more than 10 years, focusing on strengthening institutions in the microfinance sector and its customers to enhance access to finance and to develop capacities on the supply and the demand side of the financial sector. Within the Eastern African Region, we are currently conducting projects in Burundi, Kenya, Rwanda, Tanzania, and Uganda, which are refinanced by the German Federal Ministry of Economic Cooperation and Development (BMZ) and the Deutsche Gesellschaft für internationale Zusammenarbeit GmbH (GIZ).

For a period of 6 months of professional internship, a Junior Consultant will support DSIK team as well as the project partners.

It is in view of the above that DSIK seeks to hire a **local Junior Consultant** to support the operations of its Regional Office operating from Kigali, Rwanda.

Deployment location:

Kigali/Rwanda with possibility of being deployed to support field activities in different parts of the country.

Roles and responsibilities:

- Assist with day-to-day operations of the Human Resource functions and duties at the Regional Office;
- Provide general administrative support in terms of planning and organization of regional activities and events;
- Assist in maintaining proper and systematic filing of documents;
- Support Public Relations (PR) related activities at the Regional Office;
- Support Monitoring & Evaluation (M&E) related activities at the Regional Office;
- Support any other tasks related to the activities of DSIK's Regional Office in consultation with DSIK employees and supervisors.

Profile:

- University degree (at least Bachelor) in business administration or any other relevant field of education;
- First-hand experience in HR and M&E related fields is a plus;
- Highly organized individual;
- Proficiency in MS Office;
- Good analytical and conceptual skills combined with the ability to work self-responsible;
- Ability to handle sensitive or confidential information with discretion, honesty and integrity;
- Excellent interpersonal, communication and intercultural skills;
- Fluency in spoken and written English, French and Kinyarwanda.

What we offer:

- Working on interesting and diversified tasks with a high level of self-responsibility
- Insights into a well-structured organization in the area of international development cooperation
- Working in a dedicated and supportive international team
- Fixed monthly allowance

How to apply:

Please submit your updated CV, relevant certificates and transcripts of records, and a cover letter clearly demonstrating your knowledge, experience and motivation as well as highlighting your suitability for the assignment to application.eastafrica@dsik.org.

Applications will be received not later than **November 30th, 2021**. Please understand that we will only contact candidates who will have passed the preselection successfully and will be invited to the Assessment Center.