

EMPLOYMENT OPPORTUNITY

Intern -Project Management and Operations.

The “Support to Pandemic Preparedness in the EAC Region” (PanPrep) project was initially launched in 2017 with the aim of supporting the EAC Partner States to strengthen the prevention and control of outbreaks of infectious diseases with epidemic potential. PanPrep involves stakeholders from the EAC Partner States in all its activities. The regional approach aims to create structures and capacities relevant for all EAC Partner States to facilitate a uniform, effective, responsible, and balanced approach in pandemic preparedness at regional and national government levels. The project builds capacities at institutional, individual and community level. It supports mainstreaming of the One Health approach in the EAC region and institutionalises risk and crisis communication at the EAC Secretariat with the objective of empowering citizens to take informed decisions related to existing or emerging risks. Food safety, WASH implementation at border posts and surrounding communities and the establishment and operationalization of an EAC regional pool of rapidly deployable experts are among the agreed activity areas with the EAC Secretariat. Additionally, the project is continuously integrating additional activities to improve the availability of medical products including working with the pharmaceutical sector as well as to strengthen decentralized laboratories through the procurement of personal protective equipment and consumables.

The PanPrep project is working in close cooperation and alignment with the overarching objective to support pandemic preparedness and response in the EAC region.

The intern will support the implementation of the PanPrep project, which aims at supporting pandemic preparedness and response efforts in the EAC and the EAC Partner States, including Burundi, Democratic Republic of Congo (DRC), Kenya, Rwanda, South Sudan, Tanzania, Somalia and Uganda. In particular, the intern will support general project management, including communications and other daily operations.

Duty station: Arusha

Duration: 01.08.2025- 31.01.2026

Responsibilities

- Supporting project management and the team in day-to-day activities such as logistical support of meetings, minutes of the meetings compilation, online research etc.
- Supporting the liaison with the staff in the relevant Departments of the EAC Secretariat on administrative and logistic proceedings, support the collaboration with implementation partners
- Supporting the monitoring and evaluation of the PanPrep project, including ongoing activity reporting to the EAC Secretariat, contributions to regular operation planning meetings (preparation, documentation) with the EAC Secretariat partners, etc.
- Supporting the external and internal communication of the PanPrep project, including in the social media and through the development of articles on events and project presentations as well as updating EAC-GIZ website
- Supporting the backstopping of the PanPrep activities to institutionalize risk and crisis communication at the EAC Secretariat, including drafting and editing of press releases and other content for the RCC portal at the EAC Secretariat
- Supporting other adhoc tasks in the thematic scope of the PanPrep project, as required such as drafting of background documents, one pagers and analyses.
- Research on current developments in the field of pandemic preparedness in the EAC and monitoring of relevant health policy discourses.
- Support in the planning, realization and follow-up of events.



Required qualifications, competences, and experience.

You have a bachelor's or master's degree in public health, veterinary medicine, human medicine, pharmacy, biology, social or political sciences, international relations, or related disciplines. You possess basic knowledge and first initial experience in project management, regional collaboration and development cooperation. Basic knowledge and experience in the field of pandemic preparedness and response and/or One Health are an asset. Practical experience in the field of communications and or, health commodities procurement and logistics would be an additional advantage.

Good intercultural skills, experience in working in an international context, excellent communication and cooperation skills and strategic thinking are among your strengths. You can express your thoughts very well in writing and orally in English. Good command of French is an advantage; knowledge of German is not required but would be an additional benefit. You are a team player, well organized, able to work independently and in time-constraint settings, grasp new topics and knowledge areas quickly. You are a proficient user of Microsoft Word, Excel, and PowerPoint.

Applications:

Interested candidates should apply through the link

<https://www.fuzu.com/jobs/intern-project-management-and-operations-giz-tz>

Closing date for submission: **16.06.2025**

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.

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