

ANNOUNCEMENT FOR INTERNSHIP:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
Partnership for Energy efficiency in buildings (PEEB), in Skopje,

offer the vacancy of:

INTERN

(paid internship)

Start of internship: November 2026

Duration: up to 6 months.

Weekly working hours: 40 (full time position)

Band: 1

Background

The Partnership for Energy Efficiency in Buildings (PEEB) is a multi-country programme to transform the buildings sector at scale by supporting resilient and energy efficient buildings design and operation¹ through financing schemes and policy advisory. The new funding window PEEB Cool (<https://www.peeb.build/peebcool>) is funded by the Green Climate Fund (GCF), Agence Française de Développement (AFD) and the German Federal Ministry of Economic Affairs and Climate Action (BMWK). The programme operates an Investment Facility implemented by Agence Française de Développement (AFD) and an Enabling Facility implemented by the GIZ. More information on the Funding proposal approved by the Green Climate Fund can be found at <https://www.greenclimate.fund/project/fp194>. The Investment Facility supports implementation of large scale, energy-efficient building projects through concessional loans, while the Enabling Facility supports the creation of enabling conditions and the transfer of knowledge required to scale up energy efficiency in buildings. PEEB Cool is implemented in 11 countries: Albania, Argentina, Costa Rica, Djibouti, Indonesia, Nigeria, North Macedonia, Mexico, Morocco, Sri Lanka, Tunisia.

In North Macedonia GIZ as the Enabling Facility is implementing the project in close coordination with the Office of the Prime Minister of North Macedonia as country's National Designated Authority (NDA) to the GCF as well as AFD. The implementation is further carried out in partnership with the Ministry of Energy Mining and Mineral Resources (MoEMMR) responsible for the targeted sector.

A. Responsibilities

In close coordination with the PEEB Cool Advisors in North Macedonia the Intern is responsible for:

- Support of the PEEB Cool, Advisors and project team in the implementation of the project activities.
- Providing administrative support services for the project and the country office in Skopje.
- Liaising with the project's administrative staff and Advisors in Skopje, as well as with colleagues at the Country Office.

¹ This includes both climate mitigation, considering the building envelope, appliances and renewable energy, including building materials ("whole-life carbon"), as well as adaptation.

B. Tasks

Networking, cooperation and coordination

- Supports implementation of project activities within the project team, focusing on the preparation of the National Inventory on Public Buildings.
- Assists in the cooperation and coordination between the project team and implementation partners, relevant organisations and individuals, specifically institutions providing information for the Inventory of Public Buildings.

Support to partner institutions

- Contribute to the development, implementation and monitoring of projects activities.
- Summarize relevant documents for effective project implementation.
- Proactively supports the organisation and follow-up of partner meetings.

Knowledge management and monitoring

- Support knowledge transfer within the project.
- Assists in drafting reports from meetings, conferences and other types of events.
- Conduct research on relevant technical topics, initiatives and programmes.
- Maintain up-to-date records of project activities in line with GIZ standards.

Event management and logistics

- Assist with the administrative and logistical aspects of project activities, including event management, flights, airport transfers, accommodation, meetings, workshops, securing relevant equipment etc.
- Follow-up with project beneficiaries on activities.

Administration

- Provides short translation when necessary and conducts research as needed.
- Preparation of photocopies and scans of documents, if required, (events, workshops, team meetings), provides support to the team members in document management (scanning, signing and sending documents).
- Supports the team in integrating and applying the data protection rules and regulations;

C. Required qualifications, competences and experience

Qualifications

- Final-year student or recent graduate from a technical university preferably in architecture, mechanical engineering, electrical engineering, civil engineering or other related fields.

Professional experience

- Proficient in ITC technologies (related software, phone, email, internet) and computer applications (e.g. MS Office, with strong knowledge on MS Excel).

- Basic knowledge and experience in the sustainable design and energy efficiency, and digital tools is an advantage.

Other knowledge, additional competences

- Fluent in written and spoken English.
- Strong communication and organisational skills.
- Willingness to travel for business locally and abroad.
- Ability to work flexibly as part of a broader team in a challenging political environment.
- Proactive and cooperative working style.
- Willingness to develop new skills as required by the tasks.

How to apply:

Qualified candidates are invited to submit their electronic application in English language consisting of a Letter of Motivation, CV with detailed description of your experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to:

hr-nordmazedonien@giz.de

GIZ is an equal opportunity employer and welcomes applications from all interested groups without any discrimination!

Only selected applicants will be invited to an interview following the evaluation of application letters and CVs. Candidates who have not been contacted should consider that there will be no follow-up to their application.

Subject of the email: REF: Application – Intern_Partnership for Energy Efficiency in Buildings (PEEB)

Deadline for the application: 10.10.2026