

German Jordanian University
Human Resources Department

Job Advertisement – Graduate Internship Program

The Human Resources Department announces a graduate internship opportunity in job description development and job analysis, focusing on preparing, drafting, and refining job descriptions in line with university standards. The role includes conducting job analysis, defining duties, responsibilities, and qualifications, and coordinating with stakeholders to ensure alignment with institutional objectives. It also involves reviewing job descriptions to ensure clarity, professionalism, and accuracy. The internship duration is 3 to 6 months with a monthly stipend of 400 Jordanian Dinars, and the trainee is not considered part of the university's staff, while remaining subject to applicable labor, social security, income tax laws, and relevant university policies.

Eligibility Requirements:

- Bachelor's degree in Industrial Engineering or Management Sciences from the German Jordanian University.
- Minimum grade of "Good".
- Jordanian nationality.
- Not employed or appointed by any other entity, including university international or research projects.
- Full proficiency in Arabic and English (written and spoken).
- Proficiency in Microsoft Office applications.

Required Competencies:

- Strong analytical and job analysis skills.
- Excellent written communication skills.
- Ability to collaborate with stakeholders.
- Attention to detail and accuracy.
- Strong organizational skills.

For details and application, please visit the following website:

<https://guests.gju.edu.jo/faces/index.xhtml>

The application period is from 10/5/2026 to 23/5/2026.