VACANCY ANNOUNCEMENT

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<th>Reference Number</th>
<th>21/03/2020/JDIPA/CO/Delhi</th>
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<td>Project</td>
<td>GIZ Country Office</td>
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<td>Position</td>
<td>Junior Digitization Partner</td>
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<td>Location</td>
<td>New Delhi</td>
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How to Apply: Please send your application in GIZ application form https://www.giz.de/en/worldwide/28418.html along with the following to hr-india@giz.de with the reference number in subject line.

➢ a statement of suitability for this position.
➢ expected salary and notice period
➢ 2 pager note on any of the topic given below
➢ Explain how a shared digital workspace can contribute to the efficiency of a company’s communication and overall achievements, in comparison to classic e-mail communication OR
➢ Explain the benefits for a company of a user-oriented social intranet in comparison to a classical universal intranet

About GIZ India click on: https://www.giz.de/en/worldwide/368.html

Project Background

GIZ Country Office is actively looking for a Jr. Digitization Partner (DIPA) to cope with the challenges of the digital transformation in the field structure, in order to promote the digital transformation process and to provide competent support.

A. Responsibility

- Jr. Digitization Partner (DIPA) will be the first point of contact for digital topics, information management, IT security and data protection.
- Coordinate with the IT partners, the DIGITS division, in particular the Dept. Global IT Services.
- Participates in the expansion of the digital network
- Recommends & updates Process

B. Tasks

1. Data Protection
   The Jr. DIPA
   - are familiar with the basic data protection concept of GIZ as well as the data protection regulations on site and communicate this comprehensibly.
   - With the support of the DIGITS data protection management to handle personal data in the GIZ information management systems, the DMV network for organizing, on-site coordination in the event of loss of IT equipment and event-related adjustments of authorizations and personal data in the GIZ information management systems and provide advice to the responsible persons in the country office.

2. Information Security
   The Jr. DIPA
   - know the IT guidelines and, in cooperation with the IT professionals (i.S. v. IT support), check them for completeness and topicality and provide feedback to DIGITS;
   - know and support the country office in complying with PuR;
• know the IT applications and IT systems in use and thus the supported office processes;
• are aware of information security risks and report unrecognized risks in collaboration with IT professionals;
• report IT security incidents after consultation with the IT professionals;
• act as SPoC for the LFA and IT Professional on information security and digitization
• act as SPoC for digitization projects such as “Digital Country Office” and contact for certification topics such as information security.

3. Training
• The Jr. DIPA are responsible for the onboarding of new employees in the country office and projects on the fore mentioned organizational and digitization issues.

4. Other duties/additional tasks
• Jr. DIPA will be the responsible contact person for the implementation of IDA & building up the structure of multipliers in the country with a focus on IDA countries and IDA projects.
• Jr. DIPA will be the IDA contact person for the country office, projects and related topics in digitization (centralized information management systems, interaction of different systems, planned / upcoming IT projects with relevance for the field structure, etc.).
• Jr. DIPA will bundle requirements and forward them to the IT partners. An exchange platform for the experts (DIPA, IT partners, data protection management, DMV-U / -B and Global-IT Services) supports the exchange of experiences.

C. Required qualifications, competences and experience

Qualifications
• Master’s degree in Computer Science

Professional experience
• 3-5 years professional experience
• Desirable skills in teaching, communication, change management and graphic design

Duration of the contract: One year

Location: New Delhi

Last date of receiving applications: 22 March 2020

Application without GIZ application form will not be considered.

• Only shortlisted candidates will be contacted.
• GIZ supports Work-Life Balance.
• GIZ promotes Gender Diversity – Applications from women professionals are encouraged.

Disclaimer: As per GIZ’s data confidentiality policy, candidate’s application is stored in our database for 6 (six) months and is deleted thereafter.