VACANCY ANNOUNCEMENT

Reference Number: 01/04/2020/AO/GPCP/Delhi

Project: Ganga Plastics City Partnership Project (GPCP)

Position: Administrative Officer (Admin & Finance)

Band: 4

Location: New Delhi

How to Apply: Please send your application in GIZ application form [https://www.giz.de/en/worldwide/28418.html](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

➢ What appeals you most in this profile and how does it fit with your career goals?

Or

➢ Define the key requirements of efficient administrative and financial project management?

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

Project Background

On behalf of Alliance to End Plastic Waste (AEPW), GIZ (International Services) is implementing the Ganga Plastics City Partnership Project (GPCP) in the two Ganga cities of Haridwar and Rishikesh in Uttarakhand.

The objective is to reduce the plastic waste entering the cities environment by strengthening an integrative and improved plastic waste management system in these two cities. The project will focus on enhancement of existing capacities, improvement of selected elements of the plastic waste value chain, promotion of innovations along the plastic waste value chain and implementation of awareness activities engaging with all relevant stakeholders.

The efforts will also contribute to achieving the objectives of the flagship programs of the National Mission for Clean Ganga (Namami Gange) and the Clean India Mission (Swachh Bharat Mission).

A. Responsibility

- Ensure proper financial and administrative management according to GIZ rules and regulations
- Effectively coordinates with the staff of the finance and administrative teams at the country office
- Manage & facilitate payments & ensure data entries in Winpaccs and archiving the vouchers in line with GIZ guideline
- Managing knowledge by disseminating and documenting know-how, experience and information

B. Tasks

1. Administrative Tasks

- Manage the day to day communication between GIZ office and the project in respect to financial and administration matters;
- Organise all administrative and logistic arrangements of project activities (meetings, seminars, trainings, workshops, study tours etc.)
- Travel arrangements for the project in coordination with GIZ office;
- Responsible for inventory management
- Reporting of all problems involving administration and regulations to the Project Manager
- Process and check invoices form implementing and will be first point of contact for partners and colleagues related to administrative processes and queries
- Data Management and documentations as per the organizations policy
2. **Financial Tasks**

- Responsible for the monitoring of day-to-day use of project funds, planning and monitoring of expenditures;
- Procure goods and services in line with PuR;
- Perform manual black list checks;
- Close monitoring on local project budget and correctness of project payments together with the AV and finance and contract manager;
- Manages financial administration, such as recording of cash book, bank book, receipts preparation and registration;
- Close follow-up on local receivables and liabilities;
- Ensures timely follow-up on findings stipulated in monthly error sheets, ICs, internal/external audits;
- Execute and/or ensure regular unannounced cash checks (to be documented in writing);
- Travel cost settlement;
- Contract preparation (after delegation of authorization);
- Responsible for successful setup and closure of the project.

3. **Other duties/additional tasks**

- Keep him/herself updated with the changes in P+R and update the project where needed.
- Assist in branch office extension process.
- Deputize the Project and Portfolio Coordinator during her absence.

C. **Required qualifications, competences and experience**

**Qualifications**

- Master of Business Administration (MBA) or equivalent

**Professional experience**

- At least 6-8 years of relevant work experience
- For internal candidates 6-8 years of professional experience of which ideally at least 4 years working with GIZ in an administrative position & knowledge of GIZ processes, systems and tools related to financial and administrative management is desirable
- Experience working in development organizations similar to GIZ and with relevant government and international entities is highly desirable

**Duration of the contract:** Untill 31 March 2022

**Location:** New Delhi

**Last date of receiving applications:** 16 April 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.*