**VACANCY ANNOUNCEMENT (Re-advertised)**

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<td>GIZ Country Office</td>
<td>Junior Digitization Partner</td>
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**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

- 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

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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**

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: 12 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.