

VACANCY ANNOUNCEMENT

Reference #	118/12/2023/SA/CO/New Delhi/ReAd
Project	GIZ India Country Office
Position	Security Analyst - Occupational Health and Safety
Band	4
Location	New Delhi
<p>To apply click on the link: https://www.giz-jobs.com/india/</p> <p>Documents to be submitted:</p> <ul style="list-style-type: none"> • CV and a statement of suitability for this position • A maximum of 2 pages note on one of the topics given below: <ul style="list-style-type: none"> ➤ Which major hurdles (top 3) do you foresee in implementing a safe work environment? How would you propose dealing with it? <p>Or</p> <ul style="list-style-type: none"> ➤ Write a brief note on the general risk environment in India for an international organization operating in India? <p>Last Date of Application: 31st May 2024</p>	

A. About GIZ India

For details, click on: <https://www.giz.de/en/worldwide/368.html>

B. Project Background

GIZ is currently looking for a position of “Security Analyst - Occupational Health and Safety” for Country Office team based in New Delhi. GIZ implements its project on pan India basis and has its offices in several cities of India. About 75% of the staff is based in Delhi and operate from 5 different offices in Delhi. The rest of the staff working mostly for the projects is based in other cities and operates with small offices in multiple cities.

We are looking for a professional that specializes in “Occupational Health and Safety” aspect, who will be responsible for all aspects of everyday occupational health and safety in regular GIZ operations. This includes, but is not limited to, the creation, implementation and supervision of safety and compliance management Standard Operating Procedures (SOPs) and, process- and administrative-related and data management-related tasks.

C. Responsibilities

- The selected candidate will work in close cooperation with the Security Risk Management Advisor and under the direct guidance of the GIZ India Country Director.
- Responsible for all aspects of everyday occupational health and safety in regular GIZ operations. This includes, but is not limited to, the creation, implementation and supervision of safety and compliance management Standard Operating Procedures and, process- and administrative-related and data management-related tasks.
- Promote a culture of safety and well-being within GIZ, protect employees from work-related hazards, and ensure compliance with relevant health and safety regulations, codes, and standards set by both on Indian and German standards [where possible].
- Ensure that the air quality standards set by GIZ headquarters are met in all GIZ premises in India.

- Conduct security site and occupational health and safety assessments of office premises, project implementation areas and other relevant sites.

D. Core Scope of Tasks

- Advise the Country Director, and if necessary, Management Team regarding the safety and security of GIZ infrastructure.
- Works in tandem with the Security Risk Management Advisor towards the staff safety and as per the compliance of “Minimum Security Standards” of GIZ.
- Plan, conduct and maintain accurate records of safety inspections, incidents, training sessions, and compliance measures. This documentation is essential for tracking progress, identifying areas for improvement, and demonstrating compliance during regulatory audits.
- Conduct periodic fire-drills, earthquake/natural disaster and other safety drills, for the safety and wellbeing of GIZ staff at all duty stations.
- Conduct inspections of GIZ rented offices on a regular basis, fire-audits and all other aspects of occupational health and safety.
- Continuously analyses the prevailing situation across India in general and particularly at project implementation sites where GIZ staff are located. These results will need to be interpreted in the context of development cooperation, ensuring that all GIZ stakeholders are well informed and always instructed about safety and standards.
- Develop and implement emergency response plans for various scenarios such as fires, natural disasters, or other emergencies. The OHS Officer may coordinate with local emergency services and train employees on emergency protocols and evacuation procedures.
- Ensure that the air quality in all GIZ premises in India corresponds to standards given by GIZ Head Office.
- The OHS Officer supports the Security Risk Management Advisor as required. S/he performs other duties and tasks at the request of the Country Director / Senior Portfolio Advisor.

E. Required Qualifications, Experience and Competencies

- A relevant university degree related to safety, standards and compliance, crisis management, regional studies, social science or similar. Several years of professional experience in safety, compliance and monitoring related work in the context of international development or humanitarian work.
- At least 6 years of professional experience in safety, compliance and monitoring related work in the context of international development or humanitarian work.
- Knowledge of the Indian and regional context and relevant implications for the Occupational Health and Safety management.
- Profound experience in preparing, conducting, and evaluating technical OHS assessments as well as in developing and implementing concepts for managing staff safety, ensuring compliance with SoPs and standards and monitoring staff in this context.
- Analytical skills with the ability to handle relevant data and present complex information in an easily digestible way.
- Profound communication skills with the ability to professionally interact with a diverse range of staff, including local and international colleagues. The OHS Officer ensures that all staff are addressed by OHS measures and communication. S/he has excellent communication and advisory skills, so s/he is able to convince internal and external stakeholders of the importance of safety, compliance, and monitoring of GIZ staff for effective delivery of Indo-German development cooperation.
- The OHS Officer works in a well-structured manner and ensures that relevant information, progress and achievements are systematically documented and shared.

- The OHS Officer is a team player who can work in a systematic and independent manner with little guidance. Under pressure or in critical situations, s/he can take decisions and ensure their implementation.
- The OHS Officer is able and willing to travel to office locations of GIZ in India.
- Experience in working with international organizations, preferably in development cooperation is desirable.
- Proficiency in Microsoft Applications, especially working with MS-Teams and all its features.

F. Location: New Delhi

G. Duration of the contract: 2 years (extendable)

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.
- Please note that those individuals who have completed a consultancy assignment with GIZ in less than 6 months prior to the intended start date for this position will not be shortlisted due to organisational policy.

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