

## VACANCY ANNOUNCEMENT

<b>Reference #</b>	<b>107/12/2025/PA/TripleWin/Kerela</b>
<b>Project</b>	<b>Triple Win Nurses - Sustainable recruitment of nurses from Kerala</b>
<b>Position</b>	<b>Project Assistant</b>
<b>Band</b>	<b>Band 2</b>
<b>Location</b>	<b>Thiruvananthapuram</b>
<p><b>To apply click on the link:</b> <a href="https://www.giz-jobs.com/india/">https://www.giz-jobs.com/india/</a></p> <p><b>Documents to be submitted:</b></p> <ul style="list-style-type: none"> <li>• CV and a statement of suitability for this position</li> <li>• A maximum of 2 pages note on the topic given below:</li> </ul> <p>➤ Kindly describe three competencies you have that would help you in this role. Kindly provide specific example in which you describe your experience in carrying out a similar task.</p> <p><b>Last Date of Application: 31<sup>st</sup> December 2025</b></p>	

### **A. About GIZ India**

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

### **B. Project Background**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise. We work to shape a future worth living in over 120 countries around the world.

Since 2013, GIZ and the International Placement Services (Zentrale Auslands- und Fachvermittlung, ZAV) of the German Federal Employment Agency (Bundesagentur für Arbeit, BA) cooperate in the joint programme "Triple Win" for the recruitment of nurses from third countries for placement of work in Germany.

In Kerala, the annual number of graduate nurses surpasses the domestic demand on the labour market, and Kerala nurses show interest in a career abroad. While in Germany, the nursing sector is facing a significant shortage of nurses, which is projected to still grow in the future. According to expert estimates, the nursing sector will need 150,000 new nurses by 2025.

In December 2021, the registered Government company Norka Roots ("Non-Resident Keralites Affairs") and the Federal Employment Agency (Bundesagentur für Arbeit, BA) have signed an agreement on the Placement of Indian Health Professionals from the State of Kerala/India in Employment as Registered General Nurse in the Federal Republic of Germany. The objective is to establish a safe, orderly, and regular mechanism for the recruitment and placement of Kerala nurses for work in Germany. The placement agreement is now being implemented in cooperation with Norka Roots through the Triple Win programme.

To support the implementation of the Triple Win programme in Kerala, GIZ is now looking for one (1) Project Assistant, Kerala: Triple Win Nurses - Sustainable recruitment of nurses to Germany.

## **C. Responsibilities**

### **Project Administrative related**

- Scrutinizing documents (like invoices, reimbursement forms, expense sheets) and managing correspondence with documents sender.
- Document management for the recognition of nursing qualification by German authorities, and pre-departure measures.
- Filing of the documents in a structured manner for future references (internal control, audits)
- Support monthly accounting closure

### **Pre – Departure (Exit Coordination) Related**

- Verifying the accuracy of details in documents like employment contracts, visa, application forms
- Coordinate with relevant stakeholders (employer, booking partner, candidates) for travel booking.
- Primary point of contact for candidates for departure related queries and understanding of the process.

### **Documentation and Coordination related**

- Maintaining records of flight invoices, e-tickets, and keeping the relevant tracker, book keeping up to date.
- Support project staff with settlement of their national and international travel claims
- Project filing (physical and electronic) and monitoring of stock registers.
- Provide support for orderly petty cash management and record keeping.

### **Other duties/additional tasks**

- The position holder performs other duties and tasks at the supervisor's request related to the nature of the position.

## **D. Required Qualifications, Experience and Competencies**

- University Degree in accounting, business administration or equivalent.
- At least 2 years' experience in office administration/event planning or coordination like position.
- Good command of Microsoft Office (Word, Excel, Power-point).
- Basic knowledge of bookkeeping and Indian Taxation will be advantageous
- Languages: Malayalam and English.
- Ability to cooperate constructively and reliably with candidates and stakeholders.
- Good attention to detail and an ability to work under pressure and in difficult situations.

**E. Location:** Thiruvananthapuram, Kerala

**F. Duration of the contract:** until 31 December 2027

### **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.*