

VACANCY ANNOUNCEMENT

Reference #	108/12/2025/JrPCS/SU/New Delhi
Project	Service Unit
Position	Junior Procurement and Contracting Specialist
Band	3
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 <p>Last Date of Application: 31st December 2025</p>	

A. About GIZ India

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

B. Project Background

GIZ India is the bilateral organisation for technical co-operation between Germany and India. It works in co-ordination with various Government departments and partner organisation in both countries on the thematic areas of Energy, Environment, Climate and Natural Resources and Sustainable Urban and Industrial Development.

GIZ is currently looking for several Junior Procurement Specialist for the Service Unit, New Delhi.

C. Responsibilities

- Procurement of goods and services for the Cluster/ programs/projects according to GIZ rules and regulations in close collaboration with the GIZ Country Office and up to the defined threshold.
- Informing projects and programmes on time about status of procurement and contracts.
- Coordinating effectively with colleagues internally within GIZ Country Office.
- Maintaining contract files in DMS (e-filing) in line with GIZ's filing rules.

D. Core Scope of Tasks

- Carries out all procedures for procurement of services/works (including initiation, evaluation, negotiation & award of contracts) as per defined threshold.
- Preparing and carrying out tendering as per GIZ guidelines.
- Responsible for complete contract management including contract amendments in collaboration with Clusters/ projects/programmes.
- Maintains all relevant contract documents and communication and e-filing into GIZ DMS.
- Prepares sponsorship agreements, financing agreements, local subsidies, etc. as per project requirements.
- Assists during internal/external audits with all relevant documentation.
- Undertakes further job trainings related to work responsibilities in consultations with Head of Procurement - Service Unit
- Periodically review the process and improve the same in accordance with latest guidelines.
- Actively coordinates with other colleagues in carrying out all laid down processes of Procurement department.
- Performs other/additional duties and tasks as decided by the line Manager.

E. Required Qualifications, Experience and Competencies

- Bachelor's Degree in business administration (specialization in Operations/Logistics/Supply Chain Management/Procurement Management/Contract Management).
- Commercial qualification in Supply chain management, logistics, e-procurement, tendering, etc. will be preferred.
- Excellent inter-personal skills, potential leadership traits.
- 2-3 years' professional experience with at least 2 years of relevant experience in GIZ.
- outstanding knowledge of purchasing, tendering, contracting.
- Knowledge of Indian Contracts Act will be an added advantage.
- very good working knowledge of ICT technologies and professional computer applications/software like SAP/ERP.
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

F. Location: New Delhi

G. Duration of the contract: 1 year (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.