

## Request for Intern Application

<b>Reference #</b>	<b>Internship</b>
<b>Project</b>	<b>GIZ Office – Facilities &amp; Logistics</b>
<b>Position</b>	<b>Intern</b>
<b>Location</b>	<b>New Delhi</b>
<p><b>How to Apply:</b> Please send your CV with a brief cover letter to following email ids; <a href="mailto:swarup.mallik@giz.de">swarup.mallik@giz.de</a> and <a href="mailto:sanjay.dhar@giz.de">sanjay.dhar@giz.de</a></p> <p><b>Last date of application:</b> 20<sup>th</sup> March'2026</p>	

### A. About GIZ India

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

### B. Background

Deutsche Gessellschaft fur Inetrnationale Zusammenarbeit (GIZ) GmbH is owned by the German Government and works in the field of international cooperation for sustainable development. GIZ is also engaged in international education work around the globe and currently operates in more than 130 countries worldwide.

Germany has been cooperating with India by providing expertise through the organizations now forming GIZ for more than 50 years. To address India's priority of sustainable and inclusive growth. GIZ's joint efforts with the partners in India currently focus on the following areas:

- Energy – Renewable energy and energy efficiency
- Sustainable Urban and Industrial Development
- Natural Resource Management
- Private Sector Development
- Social Protection
- Financial Systems Development
- Human Capacity Development
- Environment

The GIZ office in New Delhi, India is responsible for Financial, Administrative and Human Resource management functions covering the GIZ activities in India and the region. The website of GIZ is [www.giz.de](http://www.giz.de)

### C. Description (Terms of Reference):

**The intern shall be expected to carry out the following tasks, but not limited to those listed below, during the internship period:**

- Supporting the team with documentation needs like reviewing, incorporating edits, fact checking, writing meeting minutes and conducting secondary research.
- Supporting the team in filing and database management.
- Assisting the team in organizing events.
- Assist team in procurement of goods and services.
- Assist team in processing invoices.

- Support team in managing and upkeep of the buildings.
- Assisting in various administrative duties like, basic accounting, inventory management, documentation and so on.
- Any other relevant task that may be assigned by Head of Logistics & Facilities.

Deliverables: Final report on the support provided by intern to the project. The report shall be prepared in close consultation with GIZ.

The final report must also attach a list of ongoing tasks along with the current status of each task

#### **D. Eligibility**

- Candidates who are **currently pursuing higher studies or have recently completed a degree within the last six months** shall apply.
- Shortlisted candidates will be asked to submit academic as well as valid Indian identity proofs for records.

*Disclaimer: As per GIZ's data confidentiality policy, the candidate's application is stored in our database for six months and is deleted thereafter. GIZ supports work-life balance and promotes gender diversity. Applications from women professionals are encouraged.*