

Request for Intern Application

Reference #	Internship
Project	GIZ Office – Procurement Department
Position	Intern
Location	New Delhi
<p>How to Apply: Please send your CV with a brief cover letter to following email ids; swarup.mallik@giz.de and sanjay.dhar@giz.de</p> <p>Last date of application: 20th 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

C. Description (Terms of Reference):

Tasks for Intern;

1. Preparing presentations, designing posters or editing newsletters as per instructions.
2. Support in gathering technical specifications and help in compiling bid documents.
3. Assist in preparing comparison charts and bid evaluation summaries.
4. Support the team in ensuring compliance with procurement guidelines.

5. Follows up with firms/consultants/Hotel on tender inquiries and contracts, also assist in communicating with vendors to obtain quotations, clarifications, or follow-up on documentation.
6. Support in updating procurement data sheets or market analysis.
7. Attend procurement team meetings and training sessions.
8. Support procurement specialists in obtaining statutory information from respective web portals on eligibility documents. Assist in basic due diligence checks
9. Support in checking of e-Folder/Files uploaded on DMS/CORE as per the defined checklist for 2025-26.
10. Assisting the procurement department with other office tasks as instructed

Deliverables:

The deliverables shall include preparation of detailed report indicating the support provided during to procurement team,

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.