

VACANCY ANNOUNCEMENT

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| Reference # | 037/03/2026/PA/GSP/Kochi |
| Project | Global Skills Partnership |
| Position | Project Assistant |
| Band | BAND 2 (No of positions 3) |
| Location | Trivandrum/Kollam/Kochi |

To apply click on the link: <https://www.giz-jobs.com/india/>

Documents to be submitted:

- CV and a statement of suitability for this position
- A maximum of 2 pages note on any one of the topics given below:
 - What are the different unethical migration practices that you have seen/observed? How do you think it can be mitigated.
- Or
- How do you imagine your role in this position? What skills do you bring that will help you execute this role effectively.

Last Date of Application: 30th April 2026

*please mentioned the preferred location at the time of applying

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.

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. An extension to this agreement has come into effect in 2024 for trainees, studying nursing in Germany.

Global Skills Partnership-Nursing is a new project initiative under the bigger umbrella of Skill Labor Mobility in Triple Win, with the aim of equalization of curriculum at the country of origin. The project activities are predominantly in the premise of the partnering nursing college. The selected

candidates will be stationed in such partnering institutes. The project was approved by the Health and Family Welfare Department, Government of Kerala, and began pilot implementation in Kerala in November 2025.

C. Responsibilities

- Provide support in project coordination and related activities
- Assist in candidate management and recruitment processes
- Support stakeholder coordination and communication

D. Core scope of tasks

Project Management

- Point of Contact for candidates, nursing institute in the country of origin and GIZ Project team
- Document critical steps and process (for example: additional training, payment transfer) for internal documentation and external communication.
- Periodically checking whether additional skills and competencies are progressing in adherence to the timeline. Raise attention if bottlenecks and challenges emerge.
- Coordinate skills training with trainers and ensure all additional training requirements are met.
- Plan and manage delegation visit to and from Germany in a timely manner, adhering to the project timeline.

Candidate Management

- Act as a contact person for project participant nursing students providing them guidance and clarity of the process in a periodic manner.
- Facilitate parent information and welcome sessions, and periodically organize sessions focused on integration into Germany and orientation to the German working environment
- Maintain and update the candidate database.
- Plan and schedule language classes, monitor nursing students' language progress in coordination with the language service provider, and ensure regular attendance is maintained.
- Liaise with the German Embassy for visa-related matters. Facilitate/support booking of visa appointments via VFS portal.
- Update nurses on the status of their employment contract and appointments.
- Facilitate mandatory vaccinations for the program, as well as those required by specific employers.
- Coordinate with the admin. team to facilitate candidate bonuses and reimbursements.
- Lead enrolment and disbursement of insurance prior to deployment.
- Provide nurses with flight information and initiate pre-departure preparations.
- Coordinate booking of e-tickets with GIZ's procurement unit/partner travel agency.

Stakeholder Management

- Coordinate closely with partner institute in the country of origin especially with their faculty and administration.
- Schedule and finalize interview dates with nursing students and partners (both in country of origin and in Germany).
- Coordinate the language classes with the language partner.
- Provide continuous updates and communication flow among all key stakeholders: nursing students, Nursing College, GIZ Office Kerala, GIZ Germany and with Employers.

Other duties/additional tasks, if any:

- Take initiatives to keep the candidates motivated in their journey
- Participate in interdepartmental task teams and strategic initiatives.

E. Required Qualifications, Experience and Competencies

- University Degree in nursing, health, accounting/commerce or social sciences.
- The ability to provide advise candidates and manage stressful situations will be critical. There might be need to provide advise to parents in certain cases.
- Ability to speak the vernacular language (Malayalam) is important as a lot of interaction will be with candidates.
- Engaging with candidates for Documentation & Communication.
- Experience in related domain of nursing/health and advisory services for students' group
Minimum 2 yr.

F. Location: Trivandrum/Kollam/Kochi

G. Duration of the contract: 31st 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.