

VACANCY ANNOUNCEMENT

Reference #	045/04/2026/AA/SPSD/New Delhi
Project	Social and Private Sector Development Cluster (SPSD)
Position	Administrative Assistant
Band	Band 2
Location	New Delhi

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 one of the topics given below:
 - What motivated you to apply for this position and your view on support function?
Or
 - How do you prioritize when everything seems urgent?

Last Date of Application: 30th April 2026

A. About GIZ India

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

B. Project Background

Social and Private Sector Development Cluster works to support India's sustainable socio-economic development, such as strengthening engagement with the private sector, improving vocational training for a skilled workforce, supporting decent employment and entrepreneurship and ensuring social health protection for vulnerable families and workers in the informal sector.

C. Responsibilities

- General Administrative and Office Support
- Fleet and Event Management
- Procurement and Inventory Management
- Support for Internal Control and Audit
- Inhouse Meeting room management
- Maintain digital records, documentation and cloud-based filing system with accuracy and confidentiality
- Assist in preparing reports, presentations and internal communications
- Handle email correspondence, follow-ups, and task tracking to ensure timely completion

D. Core Scope of Tasks

General Administrative and Office Support

- Project Filing and Records Management: Managing files in the Document Management System (DMS).
- Material and Mail Handling: Pickup and delivery of materials and mail.
- New Staff Onboarding: Providing equipment, security badges, and support for new staff.
- Staff Exit Processes: Coordinating with HR for smooth offboarding processes.
- Safety and Security: Acting as the designated safety and security warden.
- Visitor Management: Handling visitor schedules and logistics.
- Calendar Management: Managing the calendars of CK, AV, and DV.
- Travel Expense Claims: Submitting travel expenses in SAP Concur for CK, AV, and DV.

Fleet and Event Management

- Scheduling and managing drivers' duties.
- Support in maintaining vehicle logbooks (digital).
- Monitoring driver overtime and updating the common portal.
- Allocating costs to relevant project numbers (PNs) for vehicle use.
- Overseeing vehicle maintenance and insurance renewals.
- Support in Event management

Procurement and Inventory Management

- Small Value Procurement:
- Support in procuring office supplies, stationery, and other local needs.
- Support in coordinating payments for small procurements, data cards, telephone bills, vehicle insurance, and equipment AMCs.
- Support in Asset and Inventory Management on SAP: Managing assets and inventory for projects.
- Support in Stock Management: Maintaining stock and consumable registers.

Financial Management Support

- Petty Cash/Imprest Cash Management: Handling minor expenditure accounts with high attention to details
- Receivable Management: Overseeing accounts receivables.
- Maintain a digital record

Support for Internal Control and Audit

- Assisting in on-site internal control checks.
- Compiling IC/Audit completion reports.

E. Required Qualifications, Experience and Competencies

- University degree in the relevant field of administration or commerce (equivalent of bachelor's degree).
- 2-5 years of professional experience in a comparable position (ideally with international organizations).
- Excellent interpersonal and communication skills with a spirit of service orientation.
- Ability to multitask, prioritize, and manage time efficiently.
- Adaptability to dynamic digital workflows and remote coordination.
- MS office, Good written and verbal command over English and Hindi

F. Location: New Delhi

G. Duration of the contract: 1 year contract

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.