

VACANCY ANNOUNCEMENT

Reference #	050/04/2026/JrIT/CO/New Delhi
Project	Country Office – IT Department
Position	Junior IT Specialist
Band	Band 3
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 any one of the topics given below:
 - Network Troubleshooting: Fixing Router Dropping Connections in a 20-PC Office
Or
 - PC Slowdown Fix: Diagnosing & Fixing "PC is Slow"

Last Date of Application: 10 May 2026

A. About GIZ India

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

B. Project Background

GIZ Country Office Delhi is the central element of GIZ's field structure in India. It ensures consistent representation of the company and its successful positioning as a service provider for Indo-German Development Cooperation. The GIZ Country Office India provides human resources and administrative support services for technical cooperation programmes and projects in India.

As outlined in our vision, we work to shape a future worth living around the world. To achieve this vision, Indo-German bilateral cooperation has been ongoing for over 60 years and currently works in the thematic areas of energy, environment and climate, urban development, skill development and a number of related areas. GIZ is implementing more than 30 projects on behalf of German Government clients with more than 20 Government of India Ministries and State Governments.

We are looking for **Junior IT Specialist** for GIZ India Country Office based in New Delhi.

C. Responsibilities

Junior IT Specialist will be responsible for ensuring the smooth functioning of hardware, software, networks, and data infrastructure. The scope includes daily troubleshooting, support for system rollouts, compliance with GDPR requirements, and close collaboration with non-IT teams to enhance overall operational efficiency.

Main responsibilities includes:

- Software/IT Systems: Maintain MS Office/SAP/antivirus; support updates, rollouts, SDLC.
- Hardware Network: Troubleshoot routers / switches / Aps; manage hardware buys/ upgrade/ tests.
- Web/Ops Support: Implement internal tools, website upkeep, LAN installs, supplier coords.
- Daily Admin/Security: Backups, GDPR compliance, emergency fixes, non-IT comms.

- Flex/Coordination: Ad-hoc tasks, project advice, dept IT liaison.

Hardware Management

- Troubleshoot and manage network gear like routers, switches, and access points.
- Help buy, maintain, and upgrade hardware (laptops, printers, servers, PCs) per company standards.
- Test new systems and suggest upgrades in consultation with management.

Software Support

- Maintain core software (MS Office, SAP, etc.), handle updates, and assist with purchases.
- Keep antivirus current and support IT system rollouts/maintenance.
- Aid in Software Development Life Cycle (SDLC) processes.

Internet & Web Support

- Implement internal web tools and support IT system development/comms.
- Assist with website upkeep.

Operational Support

- Install and maintain LAN; consult suppliers for network, phone, and hardware fixes (within authority).
- Stay ahead of IT market trends and share insights.
- Communicate with non-IT teams to solve issues.

General IT Tasks

- Oversee daily IT admin, data backups, hacker protection, and problem resolution (including phone support).
- Ensure EU GDPR compliance and provide IT emergency service.
- Advise on projects and offer remote support (onsite/offsite).

Other duties/additional tasks

- Handle ad-hoc tasks from management.
- Coordinate IT issues across projects/departments.

D. Required Qualifications, Experience and Competencies

- Bachelor's degree in computer science, Information Technology, or related field. Masters preferred.
- Strong analytical thinking, communication, and teamwork capabilities. Able to manage multiple priorities and deliver on deadlines.
- Minimum 3 years of professional experience hands-on IT support
- Proficiency in MS Office, Networking (routers/switches), antivirus, Operating System (Windows)
- Microsoft Certified / CompTIA A+/Network+ (preferred) or equivalent

E. Location: New Delhi

F. 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.