

## VACANCY ANNOUNCEMENT

<b>Reference #</b>	<b>061/05/2026/AA/AgriChains/Mumbai</b>
<b>Project</b>	<b>Sustainability and Value Added in Agricultural Supply Chains   Cotton</b>
<b>Position</b>	<b>Administrative Assistant</b>
<b>Band</b>	<b>Band 2</b>
<b>Location</b>	<b>Mumbai, Maharashtra</b>

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:
  - Why are you appropriate for this position?
  - Or
  - What are the key tasks of office management?

**Last Date of Application: 27<sup>th</sup> May 2026**

### **A. About GIZ India**

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

### **B. Project Background**

AgriChains is a project within a program in 30 countries for agricultural supply chains, working with small holders in cotton, tea, spices and coffee on income increase, organisational development of FPOs and access to markets. It is partnering with Ministry of textile, Ministry of Commerce and Industry and ministry of Agriculture and Farmers Welfare and offers strategic policy recommendation, cooperations with German and Indian industries and with research organisations.

### **C. Responsibilities**

The SPSP cluster is looking for Administrative Assistant to carry out administrative functions of the cluster. Main responsibilities include:

- General Administrative and Office Support
- Fleet Management
- Procurement and Inventory Management
- Financial Management Support

### **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 the DV.
- Travel Expense Claims: Submitting travel expenses in SAP Concur DV and Senior Advisor Agriculture.

### **Fleet Management**

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

### **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 Onsite Asset and Inventory Management: 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.
- Receivable Management: Overseeing accounts receivables.

### **E. Required Qualifications, Experience and Competencies**

- University degree in the relevant field of administration or commerce (equivalent of bachelor's degree).
- 2-4 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.

F. **Location:** Mumbai, Maharashtra

G. **Duration of the contract:** 31<sup>st</sup> March 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.*