

VACANCY ANNOUNCEMENT

Reference #	078/07/2026/AA/SUID/New Delhi
Project	Sustainable Urban and Industrial Development (SUID) Cluster
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 Last Date of Application: 29th July 2026	

A. About GIZ India

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

B. Project Background

Promoting a holistic, inclusive, whole-of-society approach, the Sustainable Urban and Industrial Development Cluster (SUID) works to support the development of cleaner, inclusive, low-emission and resilient urban and industrial areas and integrated river basin management.

C. Responsibilities

- The Administrative Assistant role provides comprehensive administrative, organisational, and operational support to the Project/Programme Manager and team. The position ensures efficient office functioning, effective coordination, and compliance with GIZ rules and procedures.
- This role combines executive support, administrative coordination, and financial assistance, requiring a high degree of ownership, attention to detail, and the ability to manage multiple priorities independently.
- The position is responsible for end-to-end administrative, executive, and operational support, ensuring smooth project functioning and adherence to GIZ standards.

D. Core Scope of Tasks

Executive Support & Coordination

- Manage calendars, appointments, and scheduling with forward planning.
- Prepare meeting agendas, presentations, and briefing materials.
- Attend meetings, document minutes, and track follow-up actions.
- Ensure effective communication between internal teams and external stakeholders.
- Support preparation of reports, official correspondence, and documentation.
- Facilitate smooth information flow across teams.

Office & Administrative Management

- Ensure smooth day-to-day office operations in line with GIZ policies.
- Coordinate travel arrangements (tickets, accommodation, itineraries).
- Maintain filing systems including inventory (DMS, WAVE and physical records) as per GIZ standards.
- Ensure availability of office supplies and proper asset management.
- Coordinate with departments in Service Units and Country Office (IT, HR, Finance, Admin).
- Maintain confidentiality of sensitive information.

Financial & Administrative 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 budget tracking and expenditure monitoring.
- Verify travel expense claims and supporting documentation.
- Assist in financial reporting, audits, and documentation.
- Ensure compliance with GIZ financial and administrative procedures.

Event, Workshop & Travel Management

- Plan and organise workshops, meetings, and official events end-to-end.
- Coordinate with vendors, venues, and participants.
- Manage participant communication, logistics, and documentation.
- Prepare event reports and maintain records.
- Ensure smooth execution of travel plans and schedules.

Documentation & Compliance

- Maintain proper documentation in line with GIZ standards and audit requirements.
- Ensure completeness and accuracy of administrative and financial records.
- Support internal reviews and compliance checks.
- Strengthen systems for documentation and record-keeping.

Support for Internal Control and Audit

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

E. Required Qualifications, Experience and Competencies

Professional Experience

- Relevant experience in executive assistance, administration, or office management.
- Experience in international organisations/development sector is an advantage.

Core Competencies

- Strong organisational and planning skills.
- High attention to detail and accuracy.
- Ability to manage multiple tasks and deadlines effectively.
- Strong coordination and communication skills.
- Ability to work independently with a solution-oriented approach.
- High level of integrity and confidentiality.

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.