

**GIZ Pacific Island Region**  
**Vacancy - Security, Risk Management & Information Security Support Assistant**  
**Based in Suva, Fiji**

The GIZ Haus is seeking a highly motivated and detail-oriented professional for the position of **Security, Risk Management & Information Security Support Assistant** to be based at the GIZ Suva Office under the supervision of the Security Risk Management Office (SRMO) in the Philippines.

**Main Purpose of the Role**

The successful candidate will join GIZ Pacific in a dynamic and impactful role focused on strengthening the safety, security, and operational resilience of our offices across the Pacific region. The position provides support in Security and Risk Management, Information Security, and basic IT coordination, helping to maintain a secure working environment, enhance crisis preparedness and business continuity, and ensure the effective delivery of day-to-day IT support services.

**Key Responsibilities**

- Monitor security, political, and operational developments across Fiji and the Pacific.
- Support implementation of security risk management, crisis preparedness, and business continuity measures.
- Prepare security updates, incident reports, travel advisories, and risk assessments.
- Assist with emergency communications and crisis response coordination.
- Coordinate with external security service providers and oversee security service quality.
- Monitor office access controls, visitor management, and compliance with security procedures.
- Manage office security assets, including keys, access systems, and inventory controls.
- Support workplace safety, occupational health, and emergency preparedness.
- Maintain accurate security records, logs, and reporting systems.
- Support implementation of Information Security Management System (ISMS) requirements.
- Promote compliance with information security, data protection, and IT policies.
- Coordinate with regional IT teams to facilitate timely technical support.
- Provide first-level IT support and basic troubleshooting for staff.
- Assist with device setup, user access, MFA authentication, and approved software applications.
- Promote cybersecurity awareness and safe IT practices.
- Support resolution of connectivity and system issues to maintain business continuity.

**Qualifications & Experience**

- Diploma or Degree in Security Management, Risk Management, Information Technology, Computer Science, Business Administration or related field.
- Minimum 1–3 years of relevant professional experience in security risk management, office administration, IT support or operational support roles.
- Experience working with international organizations or multi-stakeholder environments is desirable.
- Knowledge of security management and crisis response principles is an advantage.
- Familiarity with Microsoft 365, desktop support, information security concepts and office administration practices.

**Desired Skills & Competencies**

- Valid Class 2 Driver's Licence (essential).
- Excellent organisational, coordination, and communication skills.
- Strong analytical and problem-solving abilities with keen attention to detail.
- Demonstrated ability to handle confidential information with professionalism and integrity.
- Self-motivated, customer-focused, and able to work independently or under pressure.
- Strong team player with the ability to coordinate effectively with remote teams and technical personnel.

**Our Offer**

GIZ offers a competitive remuneration package commensurate with qualifications and experience.

**(This position is open to Fiji based nationals only).**

To request the full Terms of Reference (TOR) for the role, please contact:

**Ms. Salote Dau**

**Senior HR Officer**

**Email: Salote.Dau@giz.de**

**Application Process:** Interested applicants should submit:

An achievement-oriented CV; Contact details of three referees; and relevant supporting documents.

**Applications should be sent by email, post, or hand-delivered no later than 4:00 p.m. on Friday, 31 July 2026 to:**

**VACANCY – Security, Risk Management & Information Security Support Assistant**

**GIZ Haus, 67 Knolly Street, Suva**

**P.O. Box 14041, Suva**

**Fiji**

**GIZ is an equal opportunity employer.**