

VACANCY ANNOUNCEMENT

Reference #	090/08/2026/AS/CO/New Delhi
Project	Country Office
Position	Administrative Assistant / Data entry Assistant (3 positions)
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: 26th August 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 Administrative Assistant/Data Entry Assistant for GIZ India Country Office based in New Delhi.

C. Responsibilities

- The Administrative Assistant role provides comprehensive administrative, organisational, and operational support. The position ensures efficient process flow of any type of orders generated in SAP, effective coordination, and compliance with GIZ rules and procedures.
- This role combines Data entry into SAP4Hana, 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

SAP Data Entry & Coordination

- Manage data entry requirements into the SAP S4Hana System.
- Coordinate with Country office/ Service Unit and Cluster/ Projects on supporting documents and approvals.
- 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.
- Maintain filing systems including inventory (DMS, WAVE and physical records) as per GIZ standards.
- Coordinate with departments in Service Units and Country Office (IT, HR, Finance, Admin).
- Maintain confidentiality of sensitive information.

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 Data entry and SAP appliances, executive assistance, administration, or office management.
- 2-5 years of professional experience in a comparable position.
- Experience in international organisations/development sector is an advantage.

Core Competencies

- 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.