

VACANCY ANNOUNCEMENT

Reference #	086/07/2026/AS/CO/NewDelh
Project	GIZ Country Office
Position	Administrative Specialist (OHS & CSH)
Band	Band 4
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:
 - Pointers for introducing sustainability practices among office colleagues in the organizational setup.
 - Or
 - Short note on building a positive safety culture in the organization

Last Date of Application: 17th September 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 Specialist – OHS and CSH for GIZ India Country Office (F&L) based in New Delhi.

C. Responsibilities

- Health and safety management including incident management in the organization.
- Occupational health including emergency preparedness.
- Collection of CSH data, monitoring and implementation of sustainability measures
- Compliance and audits, training and awareness.
- Reporting, performance monitoring and keeping record.

D. Core tasks

Health and Safety Management

- Implement and monitor occupational health and safety policies, procedures, and standards.
- Conduct workplace inspections, hazard identification, and risk assessments.
- Develop and recommend appropriate control measures to eliminate or reduce workplace risks.
- Monitor compliance with statutory regulations and company safety requirements.

Incident Management

- Investigate workplace incidents, accidents, near misses, and unsafe conditions.
- Perform root cause analysis and recommend corrective and preventive actions.
- Maintain incident records and prepare investigation reports.
- Monitor closure of corrective actions.

Compliance and Audits

- Conduct internal safety audits and support external regulatory inspections.
- Ensure compliance with applicable occupational health and safety procedures.

Training and Awareness

- Deliver safety inductions and refresher training for employees.
- Conduct toolbox talks, safety campaigns, and awareness programs.
- Promote employee participation in health and safety initiatives.

Emergency Preparedness

- Support emergency response planning and implementation.
- Coordinate emergency drills, evacuation exercises, and first aid preparedness.
- Ensure emergency equipment is inspected and maintained.

Occupational Health

- Coordinate occupational health surveillance programs where applicable.
- Monitor workplace exposure to physical, chemical, biological, and ergonomic hazards.
- Support employee wellness initiatives and fitness-for-work programs.

Reporting and Performance Monitoring

- Prepare regular HSE performance reports.
- Monitor key performance indicators (KPIs) including incident rates, audit findings, and training completion.
- Analyse trends and recommend continuous improvement initiatives.

Corporate Sustainability

- Collect CSH data points from all GIZ locations.
- Update and monitor the CSH data points.
- Track all sustainability indicators for better sustainable footprints.

E. Required Qualifications, Experience and Competencies

- Bachelor's Degree/ Diploma in business administration (specialization in Operations/Industrial safety/Environmental science/Occupational health/Sustainability).
- Commercial qualification in Industrial safety, or certificate in fire safety, first aid, incident investigation, sustainable procedures, etc. will be preferred.
- Knowledge of conducting safety audits, working on CSH topics.
- 5-7 years professional experience with at least 2 years of relevant experience in a similar/comparable position.

- Very good knowledge of the English language, additional knowledge of German language will be preferred.
- Willingness to upskill as required by the tasks to be performed as agreed with management.

F. Location: New Delhi

G. Duration of the contract: Two years (extendable)

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.