

VACANCY ANNOUNCEMENT

Reference #	104/09/2026/Jr.PCS/CO/NewDelhi
Project	Country Office
Position	Junior Procurement and Contract Specialist (2 positions)
Band	Band 3
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: ➤ Vendor Rating / Scorecards: Quantitative frameworks used to measure supplier performance across quality, delivery, and cost. Or ➤ Short note on Ethical Procurement. Last Date of Application: 7th October 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. 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 Junior Procurement and Contract Specialist for GIZ India Country Office based in New Delhi.

C. Responsibilities

The junior procurement and contracting specialist is responsible for:

- Procurement of goods and services for the GIZ Country Office programs/projects and GIZ International Services according to GIZ rules and regulations.
- Informing projects and programmes on time about status of contracts.
- Coordinating effectively with colleagues internally within GIZ, India and with contract Managers at Head Office, Germany.
- Maintaining contract files in CORE (e-filing) in line with GIZ's filing rules.

D. Core Scope of Tasks

- Carries out all procedures for procurement of goods/supplies (including initiation, evaluation, negotiation & award of orders) as per defined threshold.
- Carries out all procedures for procurement of services/works (including initiation, evaluation, negotiation & award of contracts) as per defined threshold.
- Carries out open/restricted/direct tendering as per GIZ guidelines.
- Informs and collaborates with Head Office, Germany as per requirement.
- Responsible for complete contract management including contract amendments in collaboration with projects/programmes.
- Encodes required information in contract database (SAP – S4 P2P).
- Maintains all relevant contract documents and communication and e-filing into GIZ SAP database.
- Assists during the conduct of internal/external audits with all relevant documentation.
- Undertakes further job trainings related to work responsibilities in consultations with Head of Procurement and Contracting.
- Periodically review the process and improvise the same in accordance with latest guidelines.
- Actively coordinates with other colleagues in carrying out all laid down processes of Procurement department.
- Performs other/additional duties and tasks as decided by the GIZ Management.

E. Required Qualifications, Experience and Competencies

- Bachelor's Degree / Diploma in Business administration (specialization in Operation / Logistics / SCM/ PM/ Contract Management).
- Commercial qualification in SCM, logistics, e-procurement, tendering, etc. will be preferred.
- At least 3 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.
- outstanding knowledge of purchasing, tendering, contracting.
- very good working knowledge of ICT technologies and professional computer applications/ software like SAP/ERP.

F. Location: New Delhi

G. Duration of the contract: 2 years 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.