

VACANCY ANNOUNCEMENT

Reference #	109/09/2026/JrPSDA/IGnITE/New Delhi
Project	Indo-German Initiative for Technical Education (IGnITE) II
Position	Junior Private Sector Development Advisor
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:
 - Operational plan for developing and disseminating internal and external knowledge products and communication products for a skill development project in the ITI ecosystem focused on technical trades.
- Or
 - Different types of knowledge and communication products possible for a development project in the skilling / ITI ecosystem with your analysis on what works best for what objectives and why. Focus on a mix of objectives such as knowledge sharing, sustainability of impact and promoting the interventions of the project.

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

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is a German state-owned organisation. We work worldwide in the field of international cooperation for sustainable development. GIZ has a longstanding cooperation with India, including programmes for Private Sector Development (PSD) and Vocational Education and Training (VET). The Government of India and Germany have agreed to address the challenges around employment-oriented skills development which India is facing. The Social and Private Sector Development (SPSD) cluster in GIZ India is implementing projects related to strengthening the skill development ecosystem, encouraging private sector to become active partners in skill development and focusing on improving the participation of women in TVET as well as in the workforce.

IGnITE (Indo- German Initiative for Technical Education) is a joint program by GIZ and Siemens, working together within the framework of the develoPPP funding programme, which GIZ implements on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). It aims to strengthen Industrial Training Institutes (ITI) and enhance the employability of ITI students. In its first phase, the project adopted a cascading model approach of enhancing pedagogy through upskilling of ITI instructors, focusing on improving employability of trainees through in-plant training at local industries. The program is now in its second phase and is now focused on addressing three specific gaps in the Indian TVET ecosystem, namely, the need for industry relevant and green skills, the need to improve women's participation in TVET and the workforce, and the need to improve the work-readiness of ITI trainees. The project's activities are developed around these three key pillars or components.

IGnITE II is implemented across seven (7) states of India, and in over 200 Industrial Training Institutes (ITI) for electrical and mechanical trades.

C. Responsibilities

- Support the IGnITE team in implementation of activities and in documenting and developing knowledge and communications materials (internal and external).
- Work closely with the technical advisor/s for developing draft knowledge and communication materials such as reports, presentations, posters, meeting agenda and session plans as part of internal requirements.
- Support the project team and the design agency contracted for this purpose to ideating, developing draft content for external facing communications for promotion, dissemination of project activities.
- Support colleagues in organising and facilitating workshops, stakeholder meetings and other events, as required.
- Support the technical advisor/s in recording and reporting progress on the ground as per pre-determined reporting templates.

Core scope of Tasks:

Stakeholder Engagement

- Support project team in engaging with key stakeholders for the project such as ITI, industries, communities and schools for implementing and documenting different project activities.
- Support in identifying and ideating different communication products in alignment with the stakeholders, project team and design agency.
- Support the development of partnerships and collaborations with the project team.

Project Implementation

- Support project team in developing tender documents for procurement of services, including the terms of reference.
- Support the project team in developing meeting agenda, reports, presentations and other communication materials for implementing the different activities and measures.
- Coordinate, in consultation with project and field teams, with the design agency for all field level documentation (for photographs, videos, testimonials and other reports).
- Ensure proper data privacy and consent requirements of GIZ are met for all the communications materials, as required.

Knowledge Management and Documentation

- Work with the project team and design agency to ensure alignment with GIZ communication and design rules, quality control and dissemination of information about on-the-ground activities.
- Provide ideation and brainstorming support for communication and knowledge products to the project team and design agency.
- Support technical advisors to document case studies, success stories, guidelines, lessons learned and other knowledge-products.

Administrative Duties

- Support technical advisor/s in scheduling regular dissemination of project activities to stakeholders and partners.
- Support project team in coordinating with finance and administration teams / service units for contracts, invoice settlements etc.
- Document and disseminate minutes of the meetings and follow-up tasks.
- Support in project level and cluster level communications related tasks.
- Support with other cluster level / organisation-wide tasks as required.

Other duties/additional tasks

- Travel as required for the described tasks within the project states to gather field information and ensure smooth on ground implementation.
- Support the core project team in representing the project at different forums, as required.

D. Required Qualifications, Experience and Competencies

- Post graduate degree in an area that is related to business/project management, business communications and media management studies, social sciences, human resources development.
- 4-5 years' experience in areas of content and communication consulting, project implementation, stakeholder engagement.
- Experience related to skill development and vocational development or private sector development.
- Work experience in private sector, CSR communications / development sector communications and content development, consulting / advisory organisations.
- Experience in organizing, moderating and facilitating trainings, workshops and other events.
- Networks among local industries, associations and/or skill ecosystem in the region is desirable.
- Good working knowledge of ICT technologies and computer applications.
- Excellent knowledge of English (spoken and written), Hindi and a local language is required.
- Knowledge of German will be an asset.

E. Location: New Delhi

F. Duration of the contract: 31st October 2027

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.