

Salary Band 4A	Procurement and Contracting Specialist (PaISSA)
Reports to:	Senior Finance & Administration Manager
Duration	01 January 2024 – 30 September 2025

1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a state-owned Organisation. We work worldwide in the field of international cooperation for sustainable development. We offer the experience, the regional and technical know-how of GIZ in the global market and provide international clients with expertise in terms of economic and result-oriented services.

As a way to enhance collaboration, efficiency, quality as well as staff development in the field of administration and finance management across GIZ's governance and violence prevention projects in South Africa, it was decided to bundle admin and finance capacities in one bundled structure. In the core topic "*Peaceful and Inclusive Societies*", the South African portfolio comprises three bilateral projects and one regional project, agreed to between the Governments of South Africa and Germany:

- **Transparency and Integrity Project (TIP);**
- **Inclusive Violence and Crime Prevention (VCP III);**
- **SDG-Initiative (SDG-I);** and
- **Partnerships for Prevention of Gender-based Violence in Southern Africa (PfP II).**

In all four projects, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)** is responsible for the implementation of the development contributions on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) with two projects, TIP and VCP III, being co-funded by the State Secretariat for Economic Affairs (SECO) and Global Affairs Canada (GAC), respectively.

The PaISSA bundled structure **in Pretoria** is looking to fill the position of a **"Procurement Specialist"**

A. RESPONSIBILITIES

The Contracts and Logistics Officer is responsible for:

- Managing all contractual, procurement and financial tasks of the programme in line with GIZ rules and regulations.
- Managing logistics for partner events initiated by the Programme;
- Supporting participants of events (flights, accommodation, per diems, visas etc);
- In all tasks, she/he shall manage the Programme resources and assets responsibly and according to GIZ Rules and Orientations.

B. TASKS

The Contracts and Logistics Officer is expected to carry out the following tasks and services:

1. Contracts Administration

- Prepare and follow up on contracts, requests for experts and consultants, Local Subsidies and Financial Agreements etc.;
- Advise and assist all project staff and technical advisors (TA) in particular about rules and regulations regarding contract management within GIZ;
- Maintain and update a contract management system including contract schedule, flagging of due dates, payments due, expiry dates etc. Inform management timorously of upcoming contract expiry dates and handle contract extensions.
- Contracts budget: participating in the preparation of contracts budget & periodic monitoring.
- Act as liaison with GIZ Offices and Head Office regarding all matters concerning contracts and procurement of goods and services.
- Handle internal and external project correspondence plus comebacks from GIZ Office regarding contracts and agreements.
- Monitor invoices received against contracts, follow up on payment obligations arising from contracts and act as liaison between TA's in charge and GIZ office.

2. Finance Administration

- Support in preparing the programme budget planning.
- Support in cash book management, ewallet management.
- Manage and monitor real accounts (related to contracts, procurement, and logistics, such as travel claim related receivables, and obligos) together with responsible finance officers and CO.
- Help prepare annual internal control.

3. Procurement of Goods and Services

- Manage all procurement of equipment and services and manage assets according to GIZ rules and regulations.
- Draft internal contracts under the threshold of EUR 8,000.
- Coordinate procurement of equipment and assets (computers, office furniture, cars, etc.) via GIZ office.
- Assist and advise Technical Advisors and the project Managers on costing of activities/services/ procurement.
- Make sure that all purchased equipment is part of the inventory of the respective programme.

4. Logistics and Implementation of Activities and events

- Planning and organising administrative and logistical aspects of programme activities, especially the implementation of project activities with partners (external seminars, meetings, workshops etc.);
- Regularly updates the team on activities and deadlines regarding training activities / events.
- Cooperates with relevant service providers as a focal point (hotel and conference venues, shuttle bookings, travel agents, embassies for visa facilitation, facilitators, trainers etc.);
- Coordinates with the technical advisors and GIZ office on the mode of service delivery (i.e. contract management with consultants, workshops, seminars);
- Ensures that information regarding programme activities is exchanged between project/programme staff, partners, and other institutions.
- Maintains regular contact and well-functioning information sharing with communication and logistics counterparts at partner and other GIZ offices.
- Regularly updates the team on activities and deadlines regarding events.
- Is responsible for recording and documenting of implemented activities.
- Maintains cooperation and working relations with partner counterparts as well as with relevant service providers (hotel and conference venues, travel agents, facilitators, trainers, printers, editors etc.);
- Coordinates stand-in within the team, while out of office or on duty trips.
- Supports technical advisors with budgeting for logistical project activities and monitoring expenses in accordance with the respective budget allocation.

5. Any other duties and tasks as per the request of the management

- Manage administrative tasks relating to the different GIZ instruments.
- Coordinate the Admin and Finance interns in tasks delegated to them; provide mentoring and guidance.
- Participates in Team meetings.
- Performs other duties and tasks at the request of management; and
- Supports knowledge management by filing documents in reference files or in DMS in line with GIZ's filing rules.

In the fulfilment of all tasks and duties, the rules, and standards of development co-operation of GIZ must be upheld.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications

- University Degree business administration desirable (equivalent of BA or MBA)

Professional experience

- At least Five (5) years' professional experience in a comparable position.
- Excellent Administrative background.
- Very good understanding of procurement, contract and logistics processes to ensure compliance with standard practices, regulations, and statutes.
- Experience in financial processing and management are also desirable.

Knowledge and Additional Competences

- Good working knowledge of ICT related software (especially Microsoft office, SAP, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- Fluency in English.
- Experience with workshop organization, regional and / or international travel planning, and logistical support required.
- Exceptionally effective communication and organizational skills.
- Structured approach to working under tight deadlines.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

D. ADDITIONAL INFORMATION

- The position will be based at **Hatfield, Pretoria**.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting a

- **Cover Letter (concisely 1 page) clearly** stating your motivation for applying for the position and as well as **salary range expectation**.
- A detailed CV.
- Proof of eligibility to work in South Africa (copy of SA ID).

Applications should be submitted to: recruit-pretoria@giz.de with subject line **“Application for Procurement and Contracting Specialist”** for the attention of **Head of Human Resources**.

Closing date for applications: **06th of December 2023**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!