

<b>Salary Band 4</b>	<b>Procurement and Contracting Specialist</b>
Reports to:	<b>Head of Procurement and Contracting</b>

## 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.

The GIZ South Africa, Lesotho and eSwatini Country Office **in Pretoria** is looking fill the position of **“Procurement and Contracting Specialist”**.

## A. RESPONSIBILITIES

The Procurement and Contracting Specialist provides comprehensive support in:

- Dealing with all questions arising in this area;
- Organization of events, workshops and conferences;
- Procurement and processing of all international and domestic flight tickets on request;
- Further developing instruments and assisting in introducing innovation and change;
- Managing knowledge by disseminating and documenting know-how, experience and information;
- Ensuring GIZ rules, regulations and processes on events are adhered to.

The Procurement and Contracting Specialist is responsible for the organisational and administrative support to the procurement function in accordance with the specific GIZ regulations and guidelines and coordinating effectively with colleagues in the Office and procurement officers at Head Office.

## B. TASKS

The Procurement and Contracting Specialist is responsible for:

### 1. Event & Logistics Management

- Organisation of events, conferences, workshops, visitor programmes, trainings and assisting with visa requirements for the GIZ Office and programmes in South

Africa and for other GIZ offices and programmes in close cooperation with the person responsible for the workshop;

- Analysing and comparison of quotes, venues and material related to the event, control of participant's lists and verification of invoices from service providers and payments via the Finance Department;
- Accounting and cost distribution of costs in the context of the above-mentioned events, conferences, workshops, trainings and visitors' trips;
- Managing transport for event participants and drop-off and collection of workshop materials;
- Evaluation of hotel and venue rates and negotiates corporate rates;
- Communicating efficiently with internal and external counterparts.

## **2. Travel Management**

- Procurement and booking of international and domestic flight tickets through the local travel agency for journeys originating from South Africa for GIZ Office, programmes and other GIZ offices worldwide as per request;
- Entering and maintaining data relevant for procurement in CoSoft;
- Providing the Finance Officer with the 3-pack documentation and boarding passes for payment;
- Calculating per diems for workshop participants if required;
- Compiling travel documents for claim processing for the organized and forward to relevant Finance Officer for settlement;
- Tender and analysis of the tender process for travel agency and ensures implementation of the agreement.

## **3. Procurement of Goods, Materials and Equipment**

- Procures goods materials and equipment locally, issues invitations to tender and processes orders in accordance with GIZ regulations;
- Communicates with Head Office for approvals;
- Updates the database of suppliers and conducts regular market search for alternatives;
- Enters and maintains data relevant for procurement and tenders in ProSoft system (SAP);
- Accepts goods, inspects delivery and ensures that the receipt is documented, and goods received checked appropriately;
- Contacts suppliers of defective goods delivered and arranges necessary follow-ups;

- Enters purchase requisitions and confirmation of receipt of goods through SRM and 'Beschaffung Online' for procurement through Head Office;
- Processes complaints;
- Checks goods invoices, goods inwards receipts and other (delivery) papers and payment instruction;
- Arranges for the safe transfer of goods to their destination (arranges and coordinates the safe transshipment of deliveries to the requesting project and ensures written confirmation of delivery);
- Enters required information into the Prosoft system (SAP);
- Notifies projects and programmes of delivery location and time;
- Processes cases of damage in transport.

#### **4. Procurement of Services: Contracts for Consultants / Appraisers / Financial Contributions (Local Subsidies / Financing Agreements)**

In peak time and on demand of Management, the Procurement and Contracting Specialist:

- Establishes contracts and issues invitations to tender in accordance with GIZ regulations;
- Enters and maintains data relevant for contracts and tenders in Cosoft system (SAP);
- Ensures action being taken on incoming requests;
- Processes complaints;
- Checks that all necessary information is filled in or attached to said service request;
- Ensures that the principal adviser and the contractor each have a copy of the contract and keeps one in the contract files;
- Monitors status of contract implementation and reports submission for subsequent payment;
- Ensures complete files and updates lists of national consultant CVs;
- Updates national consultant fee list / honorarium;
- Places advertisements for the procurement of services in consultation with the projects.

#### **5. Administrative Services and General Tasks**

- Conducts market research in different procurement areas to ensure GIZ obtains best quality at the best price;
- Organises and files documents in reference files and Document Management System (DMS) in line with GIZ's filing rules;

- Updates the filing system daily with incoming and outgoing correspondence;
- Prepares and coordinates the shipping of boxes to Head office for archiving;
- Informs projects and programmes on time about the status of procurement particularly in the event of delays;
- Advises projects and procurement officers especially regarding complex procurement cases;
- Is responsible for cellphone administration services;
- Arranges for import and export of goods through customs, which includes processing of applications to Department of International Cooperation (DIRCO) - Preparation of Certificate A and B and informs GIZ seconded staff about customs issues relating to private goods and registration and insurance of private cars;
- Performs other duties and tasks at the request of the direct superior and of management;
- Undertakes further job training related to his/her position and duties if required. If required specific training needs shall be identified and appropriate programmes will be selected jointly with the Head of Unit and Head of HR.

## **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

### **Qualifications:**

- A BA in Public Relations, Purchasing and Supply or Supply Chain Management, Business Administration, recognised Commercial Diploma in Business Administration or similar.

### **Professional experience**

- At least 5 years' professional experience in a comparable position;
- Excellent knowledge of events and procurement procedures.

### **Other Knowledge, Additional Competences**

- Ability to express oneself well both verbally and in writing; polished, target-group oriented style;
- Very good working knowledge of ICT (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office 365, MS Teams, SAP);
- Good knowledge of the English language, a knowledge of German is an added advantage;

- Finely tuned organisational skills, must be able to work independently, show initiative and communicate effectively;
- Result orientated performance;
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media;
- very good negotiation skills;
- Team player, good interpersonal skills;
- Ability to work under stress;
- Very strong intercultural skills;
- Pro-active and ability to work independently;
- Passionate to work in an international context, proven intercultural communication competency and skills, professional and cooperative working style;
- Time management;
- Willingness to scale up skills as required by the tasks to be performed – corresponding measures are agreed with management.

#### **D. ADDITIONAL INFORMATION**

- This position is based at the **GIZ South Africa/Lesotho/eSwatini** country office in **Hatfield, Pretoria**.
- The contract period for this position is **24 months**.

#### **E. APPLICATION PROCESS**

Suitable candidates should apply by submitting a **motivation letter (max.1 page)** detailing why they should be the preferred candidate and the value they will bring. This should be accompanied by a **detailed CV indicating their nationality** with the subject line **“Procurement and Contract Specialist”** for the attention of Head of Human Resources.

- **Internal Applicants ONLY**: submit your application to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de);
- **External Applicants** should apply by following the below link:  
[\\_https://sourceandselect.simplify.hr/vacancy/dwa6bj](https://sourceandselect.simplify.hr/vacancy/dwa6bj)

Closing date for applications: **24 June 2022**.

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**

