

VACANCY ANNOUNCEMENT

The GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration” (CESARE) program has been commissioned by the German Government (BMZ) and is a cooperation program with the Southern African Development Community, represented by the SADC Secretariat. It builds on a longer history of previous projects working in similar thematic areas. The overall objective of the program is improvement of regional economic integration in the areas of trade and industrialization in SADC member states.

Therefore, the GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration” (CESARE) invites suitably qualified, experienced, innovative individuals who are agile, flexible, and highly motivated to apply for the position of:

1. PROCUREMENT SPECIALISTS (2)

Job Title : Procurement Specialist
Salary Grade : Professional, Band 4 (Regional and National)
Location : Gaborone, Botswana
Place : GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE)” Programme
Duration : immediately until 30.09.2026 (with possibility of extension)

A. RESPONSIBILITIES:

Under the supervision of the Senior Finance Manager and in collaboration with CESARE Administration and Finance specialists, your role is to provide under CESARE Project appropriate support to effectively implement the project activities outlined as tasks below:

- Manage effectively all activities related to the procurement of goods and services for the programme
- Cooperate effectively with the colleagues of the finance and administrative unit, with the procurement and contract officers at GIZ country office as well as with the different technical advisors of the programme
- Procure materials, equipment, and services in accordance with GIZ rules and procedure
- Maintain and follow up the procurement and contract database
- Stay actively informed on changes in GIZ procurement and contract regulations
- Identify bottlenecks and recommend changes for the improvement of the procurement and contracting processes.

B. TASKS :

Procurement of Goods

- Receive and review purchase requests for compliance with GIZ rules and further processing at programme level or transfer to the procurement unit at GIZ country offices
- Purchase materials as per service requests in HQ, Regional or local market as per requirements and process until delivery to requester with proper documentation
- Draft standard letters for quotations and orders and collect pro-forma invoices
- Conduct checking of quotes and prepare price analysis
- Prepare standard letters for purchase orders

- Receive and review purchase request for compliance with GIZ rules and further processing.
- Monitoring of the process and receipt of goods
- Invoice check before submission to finance office for payment processes.
- Ensure proper and chronological filing of procurement documents according to GIZ standards into MS/Teams Link DMS
- Establish and regularly update the list of local suppliers for goods and services

Contracting

- Receive and review service requests for consultancy contracts, various service contracts such as translator, interpreter services as well as event organisation in compliance with GIZ rules and further processing
- Prepare contracts within the programme delegation limit until signature
- Submit requests above programme delegation to GIZ country office Botswana or in the SADC region and ensure follow-up until signing and closing of the contracts
- Ensure proper filing according to GIZ internal rules and maintain the cluster's database for consulting and other contracts
- Assist in managing and updating CESARE contract monitoring for the successful implementation of the project.
- Onboard new Finance & Grant recipients by holding introductory meetings and providing them with information on implementation & financial aspects of the disbursement process.
- Advise CESARE Administration and Finance specialists as well as TAs on procurement procedures and processes in alignment with GIZ guidelines and close communication with the country office and GIZ Headquarter.
- Assure the quality of procurement documents e.g. financing agreements, service contracts and procurement processes.
- Invoice check of all service contracts before sending to FO for payment processes.
- Prepare consultancy service contracts within the CESARE threshold (receive request, blacklist check, contract awarding, monitoring, and closure).
- Filing of complete contract documents (FA/GA/ Consulting Contracts etc) into MS/Teams Link DMS

Procurement Logistics

- Receive logistics requests for workshop ensuring requested logistics such as accommodation, conference facilities and other services are secured while adhering to GIZ regulations. Other administration duties as necessary.
- Source for quotations for accommodation, conference facilities and other services.
- Evaluating and checking of quotes
- Awarding and contracting suppliers
- Monitoring of the process and issuance of tickets
- Invoice check before submission to finance office for payment processes.
- Filing of complete contract documents (Hotels, catering, conference facilities etc) into MS/Teams Link DMS

General

- Assist the project in preparation of internal and external audits for CESARE project including external audits for Finance & Grant agreements.
- Deputize other procurement specialists in the programme.
- Perform other duties and tasks at the request of Senior Finance Manager

C. REQUIREMENTS:

Qualification

- A Bachelor's Degree or higher in Procurement, CIPS Level 6, Logistics, Business Administration, Public Administration, or a related field.

Professional experience

- A minimum of 5 years work experience in a comparable position
- GIZ experience required
- Knowledge of general procurement rules and guidelines; knowledge of EU procurement rules will be considered as an asset
- A minimum of 3 years work experience in an international organisation or company

Other knowledge, additional competences

- Good planning and organisational skills and efficient work methods.
- Result-driven and resource-oriented way of working
- Ability to work under time pressure and being able to multitask
- Ability to work independently in a dynamic team, intercultural and social competence, strong communication skills, flexibility, and patience.
- Proven fluency in written and spoken of English language. German/French is an added advantage.
- Very good working knowledge of standard ICT applications of MS Office (Word, Excel, PowerPoint, Outlook) and willingness to obtain proficiency in GIZ specific applications

Applicants who apply should enclose motivation letter, current CV, certified copies of certificates, ID/Omang, and two traceable references.

Applications should be addressed to: The Head of Human Resources
P / Bag X12, Village
Gaborone

E-mail address: hr-botswana@giz.de

Closing date for application is 11 February 2025

GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/beliefs, origin, disability and/or any other minority group. We are committed to creating an inclusive working environment for all employees.