

WE ARE HIRING

Job Role: Procurement Specialist
Reports to: Team Leader
Contract Duration : Until 31.01.2026 (Renewable)
Location : Accra



Implemented by:
giz Global Infrastructure
Zusammenarbeit

Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs; and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The **Project “Environmentally Sound Disposal and Recycling of E-Waste”** aims to develop and test models for improved management of WEEE (Waste Electrical and Electronic Equipment) along the value chain in cooperation between public and private actors. It is part of the Sustainable Energy and Climate (SEC) Cluster, which comprises two bilateral cooperation projects and a number of projects or project components of regional and global projects. All of these projects advise different Ghanaian partners on sustainable energies, the circular economy, waste management and climate finance.

Scope of Role:

As a Procurement Specialist you are responsible for ensuring that services, materials and equipment are purchased in accordance with GIZ standard procedures. You will support all projects and project components of the cluster procurements passing a certain threshold. You will cooperate and coordinate with other colleagues working in the field of finance and administration and be technically supervised by the finance manager of the cluster.

Tasks:

- Procures services, materials and equipment for the projects in accordance with GIZ rules and conditions, coordinates with different units in the organisation.
- Informs the projects timely about the status of procurements, particularly in the event of delays, tracks progress of procurement processes.
- Procures services, materials and equipment locally, monitors markets, issuing invitations to tender and processing orders in accordance with GIZ regulations and maintains the project documentation systems with regard to these procurements.
- Updates the database of suppliers and conducts regular market research for alternatives.
- Accepts goods, checks them appropriately with the respective technical advisor and ensures that the receipt is documented.
- Mobilises and checks goods invoices, goods receipts and other (delivery) papers as well as payment instructions.
- Advises project regarding complex procurement cases, helps to prepare internal and external controls.

Profile:

- BSc, MSc in business organisation, procurement and purchasing/Supply Chain Management, economics or another relevant area
- At least 5 years of relevant professional experience in a comparable position, ideally in an international organisation
- Excellent knowledge of procurement procedures
- Excellent English language skills (both written and oral) are required; knowledge of German language is an advantage
- Excellent working knowledge of information and communication technology (MS Office, e-mail, internet) and computer applications, especially excel, good working knowledge of IT-based accounting programs
- Service-oriented, proactive attitude; ability to self-organise, experience with working in multicultural teams, capacity to deal with institutional innovations and change processes
- Very Good communication skills, ability to coordinate with a variety of actors on complex procurement dossiers
- Ability to deliver at deadlines, high degree of flexibility
- Attention to detail, integrity and ability to ensure high compliance standards
- Willingness to take on increasingly complex tasks and to upgrade skills

How to Apply:

Interested and suitable applicants are to forward their Curriculum Vitae (C.V.) and a one-page cover letter stating their motivation to the position and added value to the project to recruitment-ghana@giz.de quoting the **Job Code 2025/PS-EW/04/03**. If you do not hear from us four (4) weeks after the deadline, please consider your application unsuccessful.

GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are encouraged to apply.

 **Closing date: 19.03.2025**