

Salary Band 2A	Procurement and Contracting Assistant: Temporary
Reports to:	Head of Unit: Procurement and Contracting
Deputy:	Not Applicable
Duration	Six (6) Months

A. HIRING BACKGROUND AND CONTEXT

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)GmbH** is a German international organisation that advances sustainable development. The country office for GIZ South Africa, Lesotho, and Eswatini is based in Pretoria, Hatfield. We offer regional procurement experience in a global organisation, supporting the work of our technical projects, partners, and beneficiaries. Our sustainable procurement organisation is constantly growing. We seek a temporary procurement assistant that will support our team in its operational and administrative tasks. Result and outcomes driven Procurement practitioners passionate about organisational transformation, sustainability, and digitalisation are strongly encouraged to apply for the position “**Procurement and Contracting Assistant: Temporary**”. Diverse applicants from all walks of life are welcomed to apply for the role.

B. RESPONSIBILITIES

The Procurement and Contracting Assistant: Temporary reports directly into the Head of Unit: Procurement and Contracting and is responsible for:

- Preparing the assessment report on the status of administration for the Unit, as well as proposals on the improvements to be made
- Providing administrative support to the relevant procurement categories: Services, Goods, Logistics, and Administration
- Supporting the coordinating of the office presence schedule and proposes improvements
- Scheduling meetings, with clear and documented inputs and outputs such as pre-reading, agendas, and minutes
- Generating a logical and sustainable filing system for the Procurement, HR, RMO and Portfolio Units - manual and digital – for audit and archiving completeness and accuracy.

C. TASKS

Logistics and Events Category

The Procurement and Contracting Assistant: Temporary supports the Logistics Specialist with the following tasks and activities:

- Shuttle/ transfer bookings
- Shuttle/ transfer invoice preparation and submission for payment
- Car hiring enquiries
- Visa related enquiries
- Individual accommodation bookings
- Small workshops/ meetings bookings
- Locating missing paperwork for receivables for travel, events, and accommodation requests
- Updating and maintaining supplier databases for approved hotels, shuttles, and airlines.

Services and Contracting Category

The Procurement and Contracting Assistant: Temporary supports the Services category Specialists with the following tasks and activities:

- Managing the contract request dashboard and ensuring a more accessible and user-friendly supplier database
- Verifying that all the necessary information and documentation is accurately completed for service request submissions in line with the relevant checklists
- Logging and tracking physical contracts to ensure that they are couriered to service providers
- Supports to review the naming convention and approach for documentation uploaded onto the procurement SharePoint, as well as DMS
- Prints the proposals received by the EOI/Tender opening team
- Deputises for the EOI/ Tender opening team as and when required
- Verifies the technical and financial scores of the submission Assessment Grids.

Materials and Equipment Category

The Procurement and Contracting Assistant: Temporary supports the Goods category Specialist with the following tasks and activities:

- Revamps the supplier database based on recent Enquiry Letters
- Assists with the acceptance of goods, inspects delivery, and ensures that the receipt is documented, and goods received checked appropriately
- Documents procedures and ensures the return of defective or non-compliant or defective goods
- Tracking and monitoring the processing and allocation of Common Portal requests
- Supports with the archiving and international shipping procedures of files
- Coordinates the procurement of stationery requests for the Unit and distributes upon receipt.

Cross-Category Tasks

The Procurement and Contracting Assistant: Temporary supports the Unit across all categories, with the following tasks and activities:

- Recording and tracking incoming EOI, mobile technology, vehicle registration, logistics, service, and goods requests
- Benchmarks turn-around time of Unit in line with SOPs
- Uploading of documentation on the procurement SharePoint, and DMS, including PDF compliant correspondence
- Drafting of accurate Regret Letters
- Printing of documents from the common portal such as full requests and quotations
- Monitors the list of the placement of adverts and follows up on execution
- Develop and populate annual plan template for upcoming Procurement and Contract requests
- Coordinates the collection of deliveries from Reception.

D. OTHER DUTIES/ ADDITIONAL TASKS

The Procurement and Contracting Assistant: Temporary

- Performs other office administration duties and tasks at the request of the Head of Unit, Procurement and Contracting.

E. REQUIRED QUALIFICATIONS, COMPETENCIES, AND EXPERIENCE

Qualifications

- Recent Graduates in the Supply Chain Management field interested in its functional administration are also welcomed to apply
- Similar qualification from a recognised tertiary institution will be considered.

Professional experience

- At least 1-3 years or more professional experience in a comparable position
- Prior experience in an international organisation is desirable.

Other knowledge, additional competences

- Good working knowledge of office administration technologies and procedures
- Excellent computer literacy, knowledge of ITC and computer applications (MS Office Suite)
- Excellent verbal and written communication skills in English. German language skills are an added advantage

- Strong interpersonal and intercultural skills, as well as the ability to build relationship with diverse colleagues
- Focus on quality of work, multi-tasking, and is meticulous (very strong attention to detail)
- Service-orientation coupled with the ability to manage peers, as well as senior stakeholders
- Proactive, anticipates stakeholder needs and demonstrates problem solving skills
- Consistency, reliability, and flexibility in delivery, discipline, and punctuality.

F. ADDITIONAL INFORMATION

- This position is based the GIZ South Africa/Lesotho/eSwatini country office in Hatfield, Pretoria.
- At GIZ, you will be offered an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. GIZ is a signatory to the Diversity Charter. Recognition, appreciation, and inclusion of diversity are important to us. All employees shall be valued – regardless of gender, gender identity, ethnic origin, religion or belief, disability, social background, age, or sexual orientation.

APPLICATION PROCESS

Suitable applicants should apply by **submitting a detailed CV and a motivational letter (max 1 page)** stating their **nationality, salary expectation** as well as why they should be the preferred candidate to: recruit-pretoria@giz.de with the email subject line **“Application for Office P&CA Temp Position”**, for the attention of Head of Human Resources.

Closing date for applications: **14^h of June 2024**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!