

Salary Band 4A	Senior Procurement and Contracting Officer (SPCO)
Reports to:	Head of Unit - Procurement and Contracting
Deputy:	Head of Unit - Procurement and Contracting

1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German international organisation that advances sustainable development through four broad thematic areas: Energy and Environment, Employment Promotion, Economic Development, and Peace and Security. We are a state-owned enterprise operating in more than 120 countries worldwide, delivering business volume of approximately 3,7bio €.

The Country Office (CO) is in Pretoria Hatfield, where the position is located, covering South Africa, Lesotho, and Eswatini.

The opportunity to work with us offers 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 Senior Procurement and Contracting Officer that will support our team in its strategic and operational tasks. Result and outcomes driven Procurement practitioners passionate about organisational transformation, sustainability, and digitalisation with leadership skills, are strongly encouraged to apply for the position “**Senior Procurement and Contracting Officer**”. Diverse applicants from all walks of life are welcomed.

A. RESPONSIBILITIES

The Senior Procurement and Contracting Officer (SPCO) is responsible for:

- coordinating the quality of the Procurement of Services and Contracts within the GIZ Country Office in Pretoria to ensure efficient services to all GIZ Projects and Programmes, Head Office and other GIZ country offices
- GIZ South-Africa, Lesotho and eSwatini’s procurement of services and contracting function including day-to-day operation as well as the continuous and measurable improvement of the team’s service and quality compliance
- efficiently dealing with queries about issues concerning the procurement of services
- organizational, administrative, and advisory support to projects and programmes in in compliance with GIZ’s Procedures and Rules (P+R)
- ensuring that the procurement of services functions well in accordance with GIZ standard procedures, correctly providing services
- effectively coordinating with colleagues of the contract team in the GIZ Office and the Commercial Affairs Department at GIZ Head Office.
- coordination of the Procurement Officers responsible for procurement of services / contracts

- the SPCO fully deputises for the second SPCO and stands in for the Head of Unit (HoU) – Procurement and Contracting.

The Senior Procurement Officer performs the following tasks:

B. TASKS

1. Contracts for Consultants / Appraisers / Financial Contributions (Local Subsidies / Financing Agreements)

The Senior Procurement and Contracting Officer:

- serves as the primary contact for procurement of service / contract related questions, training, policy, and procedure interpretation.
- establishes contracts and issues invitations to tender in accordance with GIZ regulations.
- advises the Head of Unit, GIZ Office Management, other Officers and projects on questions relating to the procurement of services especially regarding complex cases.
- monitors incoming contract requests and the division of tasks for the procurement officers responsible for contracts.
- coordinates, develops, communicates, and administers team performance of the procurement officers responsible for the procurement of services.
- ensures the timely and quality process of the procurement of services and invitations to tender carried out in accordance with GIZ regulations and action being taken on incoming requests.
- advises on Head Office processes and regulations.
- ensures that the database of consultants and companies is always up to date and ensures that the national consultant fee list / honorarium is updated.
- signs contracts and orders up to the approved limit as defined by the Head of Unit and the Head of Finance and Administration
- checks contracts prepared by the procurement officers and signs off for conformity before passing them on to management for signature.
- enters and maintains data relevant for contracts and orders in the SAP systems and ensures timely contract closures.
- coordinates the workflow and processing time of contracts within the unit, monitors status of contract data and reports upon request to the Head of Unit Procurement, the Head of Finance and Administration and / or the Country Director
- ensures quality and compliance of advertisements for the procurement of services in consultation with the projects.

- ensures that all duties are well coordinated and executed, immediately informs the Head of Unit of any issue arising Contracts for Consultants / Appraisers / Financial Contributions (Local Subsidies / Financing Agreements)
- drafts and updates Standard Operating Procedures (SOPs), monitors processes and timelines and continuously further improves the processes.

2. Content-related and General Tasks

The Senior Procurement and Contracting Officer:

- conducts market research in different procurement areas to ensure GIZ obtains best quality at the best price.
- ensures complete procurement files as per GIZ standards both in paper and in DMS in line with GIZ's filing rules.
- informs projects and programmes on time about the status of contracts particularly in the event of delays.
- develops and implements together with the Head of Unit procurement-related training programs for the procurement team and the organization.
- ensures internal and external networking between different groups and thinks and acts outside the boundaries of the immediate team.
- communicates and implements new/revised policies and procedures as needed, ensures that the updates PuR regulations are known to the team and to the projects and programmes.
- together with the Head of Unit designs group and working procedures in line with objectives and requirements.
- networks with other units and country offices and takes into account management goals and requirements in providing services.
- formulates solutions for complex issues and fundamental issues relating to the procurement of services.
- 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 Unit HR.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**Qualifications:**

- Masters in Purchasing and Supply or Supply Chain Management or Business administration, recognised commercial diploma in business administration or similar.
- CIPS Accreditation is a distinct advantage.

Professional experience:

- At least 10 years' professional experience in a comparable position.
- Excellent knowledge of procurement and track record in delivering sustainable transformation.

Other knowledge, additional competences:

- A very good working knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, MS Teams, SAP)
- Very 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.
- In-depth understanding of procurement processes
- Result oriented performance.
- Team player, good interpersonal skills
- Ability to work under stress.
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media.
- Very good negotiation skills
- 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 the GIZ South Africa/Lesotho/eSwatini country office in 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.

E. 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.

- **Internal Applicants** should submit application to: recruit-pretoria@giz.de with the email subject line “**Application for Office SPCO Position**”, for the attention of Head of Human Resources.
- **External Applicants** should submit their application by following this link: <https://giz.simplify.hr/vacancy/guqj8c>

Closing date for applications: **05th of June 2024**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!