

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a Government-owned enterprise with international operations. We implement commissions for the German Federal Government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 20,000 staff members worldwide.

GIZ **Project Administration Unit (PAU)** is looking for a highly motivated candidate for following position to be based with the GIZ PAU, Suva Office under the responsibility of the Head of Unit.

### **Senior Procurement Officer – Services and Contracts –(Fiji Nationals Only)**

The incumbent, as the Senior Procurement Officer – Services and Contracts for PAU-Suva will ensure the smooth execution of tasks related to procurement of services and preparation of financing contracts in GIZ –Project Administration Unit Suva for all GIZ Pacific-based Programmes, through organized and coordinated mechanisms, effective problem solving of day-to-day concerns, and the provision, through the appropriate administration of related reports, of critical inputs for management decision.

#### **Major Functions/Duties:**

- Facilitate services, works and financing contracts using the GIZ SAP system applying GIZ rules and regulations;
- Monitor the progress of services/ works/ financing contracts and obtain relevant deliverables to substantiate deliverables.
- Responsible for carrying out due diligence measures on service providers, financial contribution recipients, landlords/ lessors, vendors
- Communicate on expire of contracts and agreements to GIZ Projects and seeking relevant documentation for contracts and agreements requiring extension
- Maintain records of work deliverable evaluation and feedback on service providers from programs/other internal clients
- Develop guidelines, templates and work process flows for execution of procurement services functions in the GIZ projects to harmonize to GIZ rules and provides advisory services Provide trainings and orientations to GIZ employees, service providers/ vendors/ recipients and stakeholders in area of services/ works/ financing contracts
- Maintain records of service provider honorarium index for GIZ Pacific;
- Facilitate the information exchange between GIZ Project and office to negotiate and maintain a pool of service providers for common service requirements Facilitate proof of deliverables to the Finance Team for purpose of processing services/works/ financing contract related payments/ settlement/ queries
- Liaise with GIZ Head Office Procurement and Contracting Division relating to area of responsibility
- Support the successful execution of internal and external audit and compliance measures in area of responsibility.
- Supports the team with other Team relevant tasks as and when required including other corporate entrepreneurial or strategy-linked endeavours.

#### **Experiences & Qualification**

- University Degree in relevant field: Management, Business Administration, Office Management; Level II CIPS;
- At least 5 – 7 years professional working experience in a similar position in office administration or procurement, contracting and logistics;
- High attention to detail, efficient in organizing service processes and economical in utilizing resources
- Excellent command of MS-Office as well and experience with Accounting software packages.

#### **The following skills will be desirable**

- Positive attitude, zeal to learn and develop
- Excellent interpersonal and communication skills
- High attention to detail and efficiency in performing service processes
- High level of integrity, credibility, authenticity and confidentiality
- Experience with international working environment desirable

#### **Our offer:**

Remuneration package to commensurate with qualifications and experience. To source full Job Description of the role, please email: Ms. Salote Dau

All applications including achievement-oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer on [salote.dau@giz.de](mailto:salote.dau@giz.de) or by post/ hand delivered **no later than 4.00p.m Friday 17 January, 2025** addressed to:

**VACANCY – Senior Procurement Officer – Services and Contracts**  
**GIZ Haus, Lot 67, Knolly Street, Suva**  
**P.O.Box 14041, Suva.**

**GIZ is an equal opportunity employer**