

<b>Salary Band 4A</b>	<b>Procurement and Contracting Officer</b>
Reports to:	Head of Unit – Procurement and Contracting
Working Station	Hatfield, Pretoria

## 1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German international organisation that advances sustainable development through thematic areas such as 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 Procurement and Contracting Specialist 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 “**Procurement and Contracting Officer**”. Diverse applicants from all walks of life are welcomed.

## A. RESPONSIBILITIES

The Procurement and Contracting Officer provides comprehensive support in:

- Dealing with all questions arising in this area;
- Organization of events, workshops and conferences;
- Procurement and processing of all international, regional, and domestic flight tickets on request;
- Further developing instruments and assisting in introducing innovation and change;
- Managing knowledge by disseminating and documenting know-how, experience and information;
- Ensuring GIZ rules, regulations and processes on events are adhered to.

- The Procurement and Contracting Specialist is responsible for the organisational and administrative support to the procurement function in accordance with the specific GIZ regulations and guidelines and coordinating effectively with colleagues in the Office and procurement officers at Head Office.

## **B. TASKS**

The Procurement and Contracting Officer is responsible for:

### **1. Event & Logistics Management**

- Organisation of events, conferences, workshops, visitor programmes, trainings and assisting with visa requirements for the GIZ Office and programmes in South Africa and for other GIZ offices and programmes in close cooperation with the person responsible for the workshop;
- Analysing and comparison of quotes, venues and material related to the event, control of participant's lists and verification of invoices from service providers and payments via the Finance Unit;
- Accounting and cost distribution of costs in the context of the above-mentioned events, conferences, workshops, trainings and visitors' trips;
- Managing transport for event participants and drop-off and collection of workshop materials;
- Evaluation of hotel and venue rates and negotiates corporate rates;
- The Management of Processes and their Standard Operating Procedures;
- Ensuring that they process their tasks based on updated Head Office and Country Office Travel Policies and Guidelines;
- Communicating efficiently with internal and external counterparts.

### **2. Travel Management**

- Procurement and booking of international, regional, and domestic flight tickets through the local travel agency for journeys originating from South Africa for GIZ Office, programmes and other GIZ offices worldwide as per request;
- Entering and maintaining data relevant for procurement in CoSoft (SAP);
- Providing the Finance Unit with the relevant documentation for payments;
- Calculating per diems for workshop participants if required;
- Compiling travel documents for claim processing for the organized and forward to the Finance Unit for settlement;
- Tender and analysis of the tender process for travel and events related agencies and ensures implementation of the agreements.

### 3. Procurement of Materials and Equipment

- Procures materials and equipment internationally and domestically, and issues invitations to tender and processes orders in accordance with GIZ rules and regulations;
- Applies sound knowledge of Logistics Management including Incoterms, import and export procedures and processes;
- Communicates with Head Office for all Procurement and Systems approvals;
- Updates the database of suppliers and conducts regular market search for alternative specifications and vendors;
- Enters and maintains data relevant for procurement and tenders in ProSoft system (SAP);
- Accepts goods, inspects delivery and ensures that the receipt is documented, and goods received checked appropriately;
- Contacts suppliers of defective goods delivered and arranges necessary follow-ups for replacements and refunds in line with Terms and Conditions;
- Enters purchase requisitions and confirmation of receipt of goods through SRM and Online Procurement for procurement through Head Office;
- Processes complaints;
- Checks goods invoices, goods inwards receipts and other (delivery) papers and payment instruction;
- Arranges for the safe transfer of goods to their destination (arranges and coordinates the safe transshipment of deliveries to the requesting project and ensures written confirmation of delivery);
- Enters required information into the Prosoft system (SAP);
- Notifies projects and programmes of delivery location and time;
- Processes cases of damage in transport.

### 4. Contracting: Services/ Financing Agreements/ Construction

In peak time and on demand of Management, the Procurement and Contracting Specialist:

- Establishes contracts and issues invitations to tender in accordance with GIZ rules and regulations;
- Enters and maintains data relevant for contracts and tenders in Cosoft system (SAP);
- Ensures action being taken on incoming requests;

- Ensures quality and complete service or contract request submissions prior to processing, including the correct contracting templates and requirements;
- Ensures that the principal adviser and the contractor each have a copy of the contract and keeps one in the contract files;
- Monitors status of contract implementation and reports submission for subsequent payment;
- Ensures complete files and updates lists of national consultant CVs, while complying with the Records Management guidelines for the storage of information;
- Updates national consultant fee list / honorarium;
- Places advertisements for the procurement of services in consultation with the projects.

#### **5. Administrative Services and General Tasks**

- Conducts market research in different procurement areas to ensure GIZ obtains best quality at the best price;
- Organises and files documents in reference files and Document Management System (DMS) in line with GIZ's filing rules;
- Updates the filing systems daily with incoming and outgoing correspondence, as well as process developments;
- Prepares and coordinates the shipping of boxes to Head office for archiving;
- Informs projects and programmes on time about the status of procurement particularly in the event of delays;
- Advises projects and procurement officers especially regarding complex procurement cases;
- Arranges for import and export of goods through customs, and informs GIZ seconded staff about issues related to Procurement of Materials and Equipment, as well as their Logistics;
- 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 HR.

### **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

#### **Qualifications:**

- A BA in Purchasing and Supply or Supply Chain Management, Business Administration.

**Professional experience**

- At least 5 years' professional experience in a comparable position;
- Excellent knowledge of Procurement procedures and national frameworks applicable thereto.

**Other Knowledge, Additional Competences**

- Ability to express oneself well both verbally and in writing; polished, target-group oriented style;
- Very good working knowledge of ICT (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office 365, MS Teams, SAP);
- 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;
- Result orientated performance;
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media;
- Excellent negotiation skills;
- Team player, good interpersonal skills;
- Ability to work under stress;
- Very strong intercultural skills;
- Pro-active and ability to work independently;
- 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.

**ADDITIONAL INFORMATION**

- This position is based in the GIZ **South Africa/Lesotho/eSwatini Country Office** in **Pretoria, Hatfield**.
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless

of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.

- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

#### **D. APPLICATION PROCESS**

**GIZ will only assess applications which meet the following criteria:**

Suitable candidates should apply by submitting

- A motivation letter (**concisely 1 page**) stating why they should be the preferred candidate, the value added they will bring and **their basic salary expectation range**.
- This should be accompanied by a **detailed CV** and indicating **their nationality**. Applications should be submitted to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de), with the email subject line “**Application for Procurement and Contracting Officer – Country Office**” for the attention of **Head of Human Resource**.

Closing date for applications: **22<sup>nd</sup> of July 2024**.

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**