

WE ARE HIRING

Job Role: Junior Procurement Specialist
Reports to: Senior Finance Specialist
Contract Duration: Until 31.12.2025 (with possibility of extension)
Location: Accra, Ghana



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 in Ghana cover three priority areas: Climate and Energy, Just Transition; Sustainable Economic Development, Training and Employment, and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The **Market-Oriented Value Chains for Jobs and Growth in the ECOWAS region (MOVE)** project focuses on building resilient cashew and rice value chains to contribute to the creation of jobs and income in West Africa, with ECOWAS as its main political partner. The project is mainly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-funding from the European Union and the Bill & Melinda Gates Foundation and implemented jointly with numerous private and public partners. MOVE intervention countries include Burkina Faso, Côte d'Ivoire, Ghana, Sierra Leone, Nigeria and Senegal.

Scope of Role:

The **Junior Procurement Specialist** is primarily responsible for providing support in ensuring that materials and equipment are purchased in accordance with standard procedure.

Tasks:

- Support to ensure procurement processes are effective, efficient, transparent and provide the best overall value to GIZ.
- Purchasing/procuring in accordance with GIZ regulations and in consultation with Head Office.
- Executes local procurement of materials and services, invitations to tender and order processing.
- Maintains data relevant for procurement and tenders.
- Checks invoices for goods, waybills, payment instructions and complaints.
- Develop and implement procurement strategies to optimize sourcing and supplier selection processes.
- Identify potential suppliers and conduct market surveys in pricing of items.
- Manage vendor relationships and monitor supplier performance to ensure compliance with GIZ procedures.
- Monitor inventory levels and forecast demand to ensure adequate stock levels.
- Stay abreast of market trends, industry developments, and regulatory requirements to inform procurement decisions.

Profile:

- Bachelor's degree in administration, Procurement and supply chain management, Logistics and Operations, or similar areas.
- At least 2 years' professional experience in a comparable position.
- Skilled at working effectively with cross functional teams.
- Good working knowledge of the use of computer applications (especially MS Office Suite).
- Good writing skills and high degree of attention to details.
- Knowledge of procurement laws and regulations.
- Ability to work within a multi-cultural team and establish an effective working relations with persons of different national and cultural backgrounds.
- Excellent organizational skills.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to recruitment-ghana@giz.de quoting the **Job Code 2024/MOVE/23/10** in the subject line. 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: 5th November 2024**