

WE ARE HIRING

Job Role: Procurement Specialist x 3
Reports to: Senior Advisor – Procurement
Contract Duration: 1 year
Location: Accra



Implemented by
giz Deutsche Gesellschaft für Internationale Zusammenarbeit

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.

Cluster Brief:

The Cluster “Network for Inclusive Economic Development” in Ghana consists of six bilateral, four regional and seven global projects. The cluster focuses on shaping the economic framework for inclusive, sustainable and employment-enhancing growth and providing advisory services. The main client is the Federal Ministry for Finance, Development and Cooperation (BMZ) and the European Union.

Scope of Role:

The Procurement Specialist will be responsible for the procurement of goods, services and contracting for the NIED Cluster projects.

Tasks:

- Procures materials & equipment locally, monitor markets trends, issues RFQs & processes orders in accordance with GIZ rules and regulations
- Negotiate good deals with suppliers on behalf of GIZ within the framework of public procurement law and transparency requirements for negotiations
- Documents and files every contract audit-proof in SharePoint & the contract filing software according to rules and regulations and record transactions in contract monitoring tools.
- Contacts suppliers of defective goods delivered and arranges necessary follow-ups
- Arranges for the safe transfer of goods to their destination (arranges and coordinates the safe transportation of deliveries to the requesting projects sites and offices outside Accra and ensures written confirmation of delivery by the project
- Monitors and controls the event procurement processes in the project and at CO level

Profile:

- University Degree in BA/BSc Purchasing & Supply or similar area.
- Minimum of 3 years' work experience with a focus on procurement, contracting & event organization.
- Good working experience in IT-based programs, Ms Teams.
- Good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. Ms office)
- Strong command of the English language (both written and oral) is required; knowledge of German language is an asset.
- Proactive attitude towards personal growth and institutional changes.
- Good interpersonal, management and communication skills.
- Rendering result-oriented performance.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

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 under the Job Code **2024/NIED-PS/13/12** as the subject. 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: 31.12.2024**