

Associate Administrative Officer for Procurement of Services
SAP Title: Procurement and Contract Specialist
4A

Main Role:

The incumbent ensures a smooth running of the procurement of services and works within the GIZ Philippines, 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.

Reporting Relationship:

The Associate Officer for Procurement of Services reports directly to the Head of Procurement and Contract Department and holds office in GIZ Office Manila, Makati.

In carrying out his/her role, the Associate Procurement Officer performs the following major functions/duties:

Major Functions/Duties:

Functional / Technical Operation or Service Delivery – supports in carrying out functional operations or tasks by applying technical or functional expertise through e.g.:

- ensures correct distinction between service contracts and financing arrangements; appraiser contracts and employment contracts; contract for services and contract for works.
- coordinates with Head Office for local approval of contract award procedure for contracts above country office threshold
- observes and conducts appropriate contract award procedures based with the contract threshold prescribed in the P+R
- liaises to responsible units in Head Office (Procurement and Contracting Division, DSM, and other relevant departments) for approval and or consultations in procurement related topics.
- uses and records at the prescribed IT systems all processed contracts and performed award activities are properly documented.
- generates award and contract documents and facilitates signatures per GIZ office authorization matrix.
- ensures principle of needs are met and value for money is observed through and not limited to tender negotiations, and confirms if the proposed fee of appraisers / individual consultants is in line on the fee range per achieved scores/ points in the local fee schedule/honorarium index
- ensures documentation and archiving of all concluded contracts are in the correct format, in the correct file structure and in the designated archiving platforms (printed and electronic format, MST folders and DMS-Country Office Award folder)
- provides guidance and advisories to the Projects on the valid and binding templates to be used, the appropriate contract type, the award procedure, among other contract related consultations.
- assists/supports the Procurement Unit whenever is necessary and or if assigned.
 - in concluding contracts on financings (review of the commercial and legal eligibility of the potential recipients, review of project proposal and budget plan, contract preparation)
 - in the procurement of event venues/hotels
 - in flights booking

Program Support or Functional Expertise Consultation – assists in the development of guidelines/working aids and flowcharts for execution of function in the projects to harmonize practices across projects/programs i.e., align to P+R. Supports projects/programs in complying to P+R and local standards through:

- Assists in the conduct of project orientation/training and hospitation.
- Assists the procurement officer for services in cascading significant information from P+R, office/internal procedures such as but not limited to latest and or changes on the regulations and procedures, binding specimens/forms, etc.).

GIZ PH Function Check and Oversight – performs services for the projects/programs and supports them in setting up project processes, with the purpose of ensuring that functional operations are according to GIZ P+R through e.g.:

- monitoring progress and completion of contracts through regular updating of the service request (SR) tracker, summary of contracts and the appraisers/ individual consultant's database.
- recording of date of confirmation of service performance at respective contract records in SAP.

External Networking and Internal Communication – Facilitates information exchange between the component/program/project members/work partners/other institutions through e.g.:

- in conjunction to the procurement officer for services, regular updates of consultants database in strict compliance to DSM regulation in recording personal data (appraisers/individual consultants database with retention period of two (2) years).
- attending to project abroad requests for contract preparation with PH based consultants.

General Corporate Task – Performs work of other administrative staff and/or other tasks relevant to the job or organization unit when the need arises and participates in task teams and other corporate entrepreneurial or strategy-linked endeavors.

Competency Requirements:

- Experience in processing services contract with appraisers/contractors/consulting firms
- Excellent command of MS-Office and communication skills in both written and oral
- High attention to details, efficient in organizing service processes and economical in utilizing resources
- Ability to relate with all levels of personnel and with people of diverse cultures
- High integrity and assertiveness in executing rules and regulations
- Working experience in a development sector or in an international organization is an advantage
- Experience in processing local grants or contracts on financings is an advantage.

Professional Qualifications:

- University degree or formal professional diploma in relevant field: commerce, management, business administration, office management, etc.
- At least three years' experience in managing procurement of services contracts and or procurement in general.