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**Procurement of Goods Administrative Officer  
(SAP Title: Procurement and Contract Specialist)  
(Band 4A)**

**Main Role:**

The incumbent ensures a smooth running of the procurement of goods within 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. The incumbent also serves as the OIC to the Procurement of Services.

**Reporting Relationship:**

The Procurement of Goods Administrative Officer reports directly to the Head of Procurement and Contract Department in GIZ Office Manila (GOM).

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

**Major Functions/Duties:**

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

*For Local procurement ≥ 1.000 EUR using SAP-Prosoft*

- direct purchase up to 4.999,99 EUR provided the principle of needs are met and value for money is achieved.
- conducts tendering for order above 5.000 EUR using the functional mailboxes, plausibility checking on the project technical evaluation, generate quotation evaluation / order placement decision, obtains approval of the authorized signatories and draws purchase order.
- coordinates to the supplier and monitors delivery of goods.
- obtains confirmation of receipt of delivery and functionality from the requesting unit/project and updates order record in SAP
- ensures all order/contract documentations from the request documents up to signed contract/PO are filed in accord to the GIZ filing structure, format and in the designated archiving platforms.

*For Local procurement ≥ 20.000 EUR*

- conducts public tender, evaluation of suppliers' eligibility, plausibility checking on the project technical evaluation, generate quotation evaluation / order placement decision, obtains approval of the authorized signatories and draws purchase order
- coordinates and seeks approval from the HQ-Procurement Division in cases of a) not standard order placement procedure above 20.000 up to country office authority. b) procurement above country office threshold (presently up to 50.000 EUR)
- whenever is applicable accomplishing the procurement process in SAP, with coordination and approval of HO- Procurement Division.
- coordinates to the supplier and monitors delivery of goods.
- obtains confirmation of receipt of delivery and functionality from the requesting unit/project and updates order record in SAP
- ensures all order/contract documentations from the request documents up to signed contract/PO are filed in accord to the GIZ filing structure, format and in the

designated archiving platforms.

*For International Procurement (Procurement in Germany)*

- placements of order in SAP systems “[Beschaffung Online](#)” in case of products not in the electronic catalogues and SRM (Suppliers Relationship Management) System – products under exclusive framework contract in HQ.
- coordinates with HQ-Procurement Division regarding procurement status and delivery and informs the requesting project of the status.
- liaises with the responsible logistics officer in GOM on the incoming shipment for processing of customs clearing and tax exemptions.
- advises the project on the estimated date of delivery.
- informs HQ-Procurement Division once order is received to close procurement record.

Program Support or Functional Expertise Consultation through – Up-date guidelines for execution of the function in the program to harmonize practice across programs and align to GIZ Processes and Rules (P+R), coaches or acts as consultant to programs/projects with regards to compliance to GIZ standards through e.g.:

- circulating relevant information on significant changes in the P+R and internal procedures such as but not limited to latest and or changes on the company regulations, policies and procedures, binding specimens/forms, etc.)
- coaching/training other unit colleague/s in the topic of procurement, to the incumbent deputy and to project colleagues in cases of hospitation programs.
- conducting learning exchange/orientation and refreshers to projects staff.

GIZ PH Function Check and Oversight – Performs work for programs and/or sets up processes or checks in programs, with the purpose of ensuring that functional operations are according to GIZ rules and regulations through e.g.:

- monitors status of orders up to settlement
- maintains procurement records and files (E folder/file)
- follows up existing framework contracts for the GIZ Philippines, organizes preparation and timely tendering process and conclusion of new framework contracts.

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

- liaises with HQ-Procurement Division in case of procurement via Germany and or in case of procurement beyond country office threshold.
- Coordinates with the projects/service unit (SU), updates and maintains pool of suppliers (suppliers database) for common goods requirements across programs/projects, where volume or regularity of procurement arrangements spells economic advantage for GIZ

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 endeavours.

- automatic OIC to the officer of procurement of services
- support in processing TELCO requirement such as coordinating and processing mobile applications, line terminations, lifting of redirections, sim replacements, among other TELCO related transactions.

**Competency Requirements:**

- Expertise in procurement of goods and services
- Excellent command of MS-Office and communication skills in both written and oral
- Knowledge in SAP Procurements applications are an asset
- 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

**Professional Qualifications:**

- University Degree University degree or formal professional diploma in relevant field: management, business administration, office management
- At least three years' experience in office administration and procurement.