

VACANCY ANNOUNCEMENT

The Cluster "Energy - Climate - Natural Resources" of GIZ Botswana / SADC is an organizational structure comprising different programmes and projects funded mainly by the German Federal Ministry for Economic Cooperation and Development. It is operating in the SADC region in the area of climate change, energy efficiency, tourism and management of natural resources, and transboundary water management.

The Cluster seeks to strengthen its finance and administrative unit with a procurement specialist in charge of procurement of goods and materials as well as consulting contracts, grant agreements, and other contracts.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH therefore invites suitably qualified and experienced individuals to apply for the following position:

Procurement Specialist - National Position

Job Title:	Procurement Specialist
Salary Grade:	Administrative, Band 4
Location:	Gaborone, Botswana
Duration:	01.03.2025 - 31.12.2026 with the possibility of extension

Under the supervision of the Regional Finance Manager / Head of Cluster Administration and Finance, the Procurement Specialist assume and carry out the following responsibilities and tasks:

A. RESPONSIBILITIES:

- Manage effectively all activities related to the procurement of goods and services for the cluster.
- Cooperate effectively with the colleagues of the finance and administrative unit, with the procurement and contract officers at GIZ country office as well as with the different technical advisors of the cluster.
- Procure materials, equipment, and services in accordance with GIZ rules and conditions.
- Maintain and follow up the procurement and contract databases.
- Stay actively informed on changes in GIZ procurement and contract regulations.
- Identify bottlenecks and recommend changes for the improvement of the procurement and contracting processes.

B. TASKS:

Procurement of goods / materials

- Receive and review purchase requests for compliance with GIZ rules and further processing at cluster level or transfer to the procurement unit at GIZ country office.
- Purchase materials as per service requests and process until delivery to requester with proper documentation.
- Draft standard letters for quotations and orders and collect pro-forma invoices.
- Prepare price analyses for decision making.
- Establish and regularly update the lists of local suppliers for direct purchase requests, requests for quotations.
- Ensure proper and chronological filing of procurement documents according to GIZ standards.

Contracting

- Receive and review service requests for consultancy contracts, various service contracts such as translator, interpreter services as well as event organisation in compliance with GIZ rules and further processing.
- Prepare contracts within the cluster delegation limit until signature.
- Submit requests above cluster delegation to GIZ country office Botswana or in the SADC region and ensure follow-up until signing and closing of the contracts.
- Ensure proper filing according to GIZ internal rules and maintain the cluster's database for consulting and other contracts.

General

- Deputize the other cluster procurement specialist.
- Perform other duties and tasks at the request of the management.

C. Requirements

Qualification

- Bachelor's Degree in Business Management, specializing in Procurement and Supply Chain Management, or an equivalent qualification.

Professional experience

- A minimum of 5 years work experience in a comparable position.
- Knowledge of general procurement rules and guidelines; knowledge of EU procurement rules will be considered as an asset.
- A minimum of 3 years work experience in an international organisation or company.

Other knowledge, additional competences

- Very good working knowledge of standard ICT applications of MS Office (Word, Excel, PowerPoint, Outlook) and willingness to obtain proficiency in GIZ specific applications.
- Proven fluency in written and spoken of English language.
- Result-driven and resource-oriented way of working.
- Ability to work under time pressure and being able to multitask.
- Good communication and team skills.
- Willingness to learn independently and proactively.

Applicants who apply should enclose motivation letter, current CV, certified copies of certificates, ID/Omang, and two traceable references.

Applications should be addressed to:

Head of Human Resources
Private Bag X12, Village
Gaborone

E-mail address: hr-botswana@giz.de

Closing date for application is 30.01.2025

Please note that only shortlisted candidates will be contacted. GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/belief, origin, disability, and/or any other minority group. We are committed to creating an inclusive working environment for all employees.