

We are hiring now !



giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Procurement and Contracting Specialist

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ currently is implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The **Citizen Engagement for Good Governance, Accountability and the Rule of Law (CEGGA) Programme**, a joint initiative of three Team Europe partners – the EU, Germany and Switzerland, is currently seeking **one (1)** qualified Laotian candidate for the position of **Procurement and Contracting Specialist**, based in **Vientiane, Laos starting from 01.06.2024 to 31.12.2025**.

MAIN TASKS AND RESPONSIBILITIES:

- Advising and guiding colleagues with regard to the correct contract type and preparation of request forms.
- Quality check of contract and procurement request forms submitted by colleagues for procurements or contracts above the project(s) threshold(s) as well as coordination of the process.
- Responsible for processing contracts and procurements up to project(s) threshold(s).
- Assessing the submitted proposals based on the established criteria and required product specifications and negotiating agreements.
- Monitoring supplier performance, following up orders, inspecting and assessing the quality of the supplied goods and services, and solving problems together with suppliers.
- Informing projects and programmes on time about the status of procurement and customs matters.
- Responsible for maintaining audit proof stock records and procurement records and files (hardcopy and softcopy folders).
- Supports the organization of logistic arrangements for business trips/Workshops/Events etc. if needed.

REQUIRED QUALIFICATIONS:

- University degree in Business Administrations or in a similar field.
- At least 3 years of professional experience in a comparable position.
- Very good knowledge of spoken and written English language.
- Good working experience with IT applications such as MS Office.
- In-depth understanding of procurement processes.

HOW TO APPLY

Interested qualified candidates are invited to download the [GIZ Application Form](#) and send the completed form including the cover letter and CV together with relevant certificates and references by email to job-gizlaos@giz.de, HR Division of GIZ Office Vientiane, by stating **the exact job title in the subject** by **16:30 pm on 19th May 2024**.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

EMPLOYEE BENEFITS

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse cultural backgrounds, and with disabilities are most welcome.



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