
Procurement and Contract Specialist
(Associate Administrative Officer for Procurement of Services)
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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.:

- observes and conducts appropriate contract award procedures for procurement of services in accordance to set threshold per P+R
- coordinates with Head Office for local approval of contract award procedure for procurement of services above country office threshold
- liaises to responsible units in Head Office (Procurement and Contracting Division, DSM, and other relevant departments) in cases of clarifications, questions on P+R and binding documents, among other procurement of services related topics
- uses IT systems in the conduct of competitive tendering and contract preparation
- prepares and facilitates signing of tendering documents and contracts in accordance with GIZ office internal delegation
- conducts tender financial negotiation (if necessary)
- ensures correct distinction between service contracts with contractors against contract for employment
- ensures principle of economic efficiency is observed and sets applicable rate/fee to appraiser/individual consultant i.e., in accord to the scored points/result of local fee schedule/honorarium index
- maintains complete Contract file (in print and soft copies)
- in coordination with the Procurement Officer, attends to Projects consultation and advises, supports regarding procurement of services matter
- assists/supports the Procurement Department whenever is necessary, and if assigned/ delegated in the following areas:
 - local financing contracts (LC/LS and small-scale FA)
 - construction related planning services and construction contract.
 - hotel and event management (such as but not limited to plausibility review and approval of hotels quotation evaluation by the Projects; organizes event / venue /banquet arrangement for the GIZ office functions/workshops/trainings/events)
 - international flights booking

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- goods procurement

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

- Disseminates information whenever there is a further development, new and updates on the GIZ office general office administration processes, process flow, local policies, procedures and authorization matrix
- Assists in the conduct of orientation and trainings on procurement of services

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.:

- For contract monitoring purposes, sends periodical report of all concluded contracts to the projects
- In collaboration with the Invoice Checker, enters final date of service confirmation in COSOFT

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

- Following mandatory retention period strictly prescribed by the DSM – records, maintains (for 2 years) and deletes (record older than 2 years) rosters of consultants
- Processing of contracts with local consultant requested by regional country office/s and or by project abroad/s

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 developmental or in an international organization 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 processing services contracts and or procurement in general.