

<b>Salary Band 4</b>	<b>Senior Procurement and Contracting Specialist</b>
Reports to:	Head of Procurement and Contracting
Deputy	(Senior) Procurement and Contracting Specialist

## BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German international organisation that advances sustainable development through four broad thematic areas: Energy and Environment, Employment Promotion, Economic Development, and Peace and Security. We are a state-owned enterprise operating in more than 120 countries worldwide, delivering business volume of approximately 3,7bio €.

The **Country Office (CO)** is in Pretoria Hatfield, where the position is located, covering South Africa, Lesotho, and Eswatini.

The opportunity to work with us offers regional procurement experience in a global organisation, supporting the work of our technical projects, partners, and beneficiaries. Our sustainable procurement organisation is constantly growing.

We seek a Senior Procurement and Contracting Specialist that will support our team in its strategic and operational tasks. Result and outcomes driven Procurement practitioners passionate about organisational transformation, sustainability, and digitalisation with leadership skills, are strongly encouraged to apply for the position “**Senior Procurement and Contracting Specialist**”. Diverse applicants from all walks of life are welcomed.

## A. RESPONSIBILITIES

The **Procurement and Contracting Specialist (SPCS)** is responsible for:

- Operational (systems and processes) and working knowledge of cross-Category Procurement and Contracting Categories in the unit.
- Periodically assessing the operations of the Procurement Categories in the unit in detail: Materials & Equipment, Logistics, Services Contracts, Financing Arrangements, and Development Partnerships.
- Providing insights that support the optimisation of categories and tasks to the leadership team, based on the assessment above.
- Ensuring the quality and impact of the procurement and contracting activities within the CO.
- Ensuring efficient and effective services to all GIZ Projects, Programmes, units, Head Quarters (HQ), other GIZ CO.

- Advising and providing transparently on HQ policies, processes, and procedures by closely monitoring and communicating new developments.
- Maintaining the Unit's operational compliance in line with organisational Processes and Rules, including accuracy in award procedures and quality contracting within correct templates.
- Provides direct coordination and oversight of the **Logistics, Materials & Equipment, and MOVE** (Mobiles, Openings, and Vehicles) procurement categories, ensuring capacity analysis, process optimisation, task split and deputization.
- Acting as the official Requestor for relevant CO Procurement and Contracts for the Procurement and Contracting Unit, such as CO Framework Agreements.
- The SPCS fully deputises for the second SPCS and stands in for the Head of Unit (HoU) – Procurement and Contracting.

The **Senior Procurement and Contracting Specialist (SPCS)** also performs the following tasks:

## **B. TASKS**

### **1. Strategic Contracts and Framework Agreements**

The **Senior Procurement and Contracting Specialist (SPCS)** is responsible to:

- Directly manage the Procurement, Contracting, and Logistics requests owned by the Senior Management and Office Management teams, in line with the defined threshold, such as leadership and management initiated and owned contracting requests.
- Concludes the end-to-end contracting procedures for iDPPs (integrated Development Partnerships with the Private sector).
- Enters and maintains data relevant for procurement and contracting in SAP, ensuring timely contract/orders closure in SAP; producing reports for management on clear actions taken to ensure closure in SAP.
- Draft and submit the specifications, ToRs, Budget, and other request documentation for relevant CO Procurement and Contracting.
- Ensure quality and compliance of advertisements for the Procurement and Contracting in consultation with the Communications and project teams.
- Coordinate the Tender opening schedule with the timing of advertisements to ensure an organised and streamlined process.
- Lead the respective processes and procedures for establishing Framework Agreements in the Unit, working closely with other Specialists across Finance

and Administration Units, HQ, the Head of Unit (HoU) and the Head of Finance and Administration (HoFA), and when necessary other GIZ CO teams.

- Design Standard Operating Procedures (SOPs) in conjunction with the Organisational Development (OD) Management team, specifically supporting new Framework Agreements and/or Strategic Contract types.
- Effectively deal with administrative queries related to their designated procurement and contracting areas of expertise, and correctly interprets and advises all colleagues in a manner that ensures GIZ Processes and Rules (PuR) Compliance.
- Ensure the correct Procurement and Contracting procedure selection and provides clarity, communicating new changes to colleagues as and when they occur.
- Periodically review and draft standard Procurement and Contracting Unit (PCU) documentation, ensuring compliance with new legislation, regulations, policies, and strategies, designing new templates for all communications such as mandatory declarations, letters, and forms.

## **2. Reporting, Marketing Intelligence, and Knowledge Management**

The **Senior Procurement and Contracting Specialist (SPCS)**:

- Establishes performance reporting tools for the PCU, to share progress updates with key stakeholders including the CO, Leadership Teams, Management Forums, and other CO.
- Provides real-time transparency and tracking of requests through tools such as the Common Portal, consolidating for short, medium, and long-term overviews.
- Develops a dashboard for cross-project collaboration, creating visibility on joint initiatives and business partners across the organisation.
- Utilises findings and observations as part of the Organisational Development (OD) continuous improvement drive, generating recommendations and presenting solutions to management.
- Ensures Knowledge Management (KM) of all Procurement Categories in the Unit: cementing knowledge generation, implementation, and retention in the PCU through GIZ systems such as the Integrated Digital Applications (IDA) social intranet of GIZ and Document Management System (DMS) or proposing new KM systems in line with GIZ approved standards.
- Implements Records Management guidelines within the unit to facilitate Internal Control, Information Management, and KM.

- Updating the PCU IDA page immediately when internal and external changes occur, ensuring accuracy, relevance, and user-friendly nature of the information presented.
- Develops, consolidates, and maintains the database of standard specifications and ToRs for all PCU, for dissemination to projects and programme structures to enable the streamlining of requests.
- Advisory by building and gathering Market Intelligence that can be shared with Projects, for shared/ common procurement and contracting categories, bridging knowledge gaps.
- Facilitates and schedules knowledge exchange between CO, projects, and programmes, HQ, and other GIZ CO, encouraging the sharing of best practice.
- Maintains the Consultancy Service Fee Grid and benchmarks annually with internal contracts, as well as comparable external sources and organisations.
- Develops, tracks, and monitors Value Creation for the PCU on a monthly, quarterly, and annual basis, regularly communicating performance to internal stakeholders.
- Develops content and coordinates monthly and quarterly procurement and contracting Onboarding, Induction, and Training sessions together the HoU.

### 3. Administration, Internal Control, and Audits

The **Senior Procurement and Contracting Specialist (SPCS)** is responsible to:

- Monitors the equal and even distribution and deputisation of procurement and contracting requests amongst the respective Seniors and Specialists in the PCU. Consolidates the reporting data submitted by respective Categories.
- Monitors and reports on the division and flow of tasks monthly to the HoU, to support employee Health & Wellbeing, using tools such as SAP and Common Portal.
- Ensures the Signatory Policy/ Schedule of Authority is always up to date, for the PCU.
- Signs procurement and contracts up to the approved limit as defined by CO Management.
- Quality checks contracts/orders prepared by the Seniors and Specialists and signs off for conformity and compliance before submission to management for signature.
- Utilises the outcomes of the Procurement engagements (such as consultation hours, Teams channels, and workshops) to improve KPIs, processes, and turn-around times.

- Informs the Heads of Units and Head of Finance and Administration of rising issues timeously.
- Establishes PCU Internal Control (IC) readiness, procedures, and revisits checklists for the unit, working closely together with the Seniors and Specialists, auditors, and controllers during the process to upload complete and compliant documentation required.
- Ensures that current SOPs fully support IC and Audits. Proactively analyses gaps and implements Corrective measures in advance, and subsequently closes Completeness following ICs/ audit.
- Oversees the Filing and Archiving function for the PCU, ensuring PuR filing structure compliance and completeness, improvements in systems that monitor digital and physical file locations, digitation, sustainability, and optimal space utilisation.

#### 4. Supplier and Customer Relationship Management

The **Senior Procurement and Contracting Specialist (SPCS)** is responsible to:

- Develop a Supplier Relationship Management Programme for GIZ, including a database accessible to project structures in line with GIZ PuR.
- Establish and maintain a Supplier Database with a dynamic user interface, for dual access: internal and external registration, that can double as a Procurement Portal.
- Ensure the timely quality administration and processing of procurement and contracting requests, identifying bottlenecks, and recommending improvements, and informing in advance where delays may occur.
- Adopt a customer-orientation and solution-mindset in challenging and complex scenarios with CO Units and Project Structures.
- Co-creates solutions with the HoU that can be submitted to the relevant organisational structures and decision-makers, for changes.
- Participates in internal and external networking forums, representing the PCU professionally in global conferences, dialogues, and forums.
- Fosters positivity and good working relationships within the Unit, with other Units, projects, and HQ colleagues.

#### 5. Content-related and General Tasks

The **Senior Procurement and Contracting Specialist (SPCS)**:

- Considers and contributes towards the operationalisation of management goals and ambitions, arising from Country Planning outcomes, and the GIZ Corporate Strategy.

- Actively participates in the localisation and implementation of the Sustainability guidelines coming out of HQ.
- Performs other duties and tasks at the request of the direct superior and of management.
- Keen on self-development and growth, undertakes further job training related to his/her position and duties if required. If required specific training needs shall be identified and appropriate programmes will be selected jointly with the Head of Unit and Head of Finance and Administration.

### **C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**

#### **Qualification:**

- A Bachelor of Commerce in Purchasing and Supply, or Supply Chain Management/ Business Administration
- Postgraduate qualifications, and membership or accreditation with a Professional industry body such as CIPS/ SAPICS, are a distinct advantage.
- Additional Procurement Training courses required.

#### **Professional Experience:**

- A More than 10 years' professional experience in a comparable position.
- Excellent knowledge of Procurement processes.
- Experience in Sustainable Procurement is highly desirable.
- Familiarity with Digital Transformation is an added advantage.

#### **Other Knowledge, Additional Competences**

- Very good working knowledge of ICT technologies and PCU relevant computer applications/software (e.g., MS 365, SAP).
- Fluency in the English language, knowledge of German is an added advantage.
- Finely tuned organisational skills: must be able to work independently, show initiative, and communicate effectively.
- Experience working with different communication media and technologies.
- In-depth understanding and experience with end-to-end, Procure-to-Pay processes.
- Ability to balance results and outcomes, with customer orientation.
- Experienced team player, exceptional communication, and interpersonal skills
- Understanding of leadership styles, prioritisation and time management techniques, and team dynamics.

- Ability to work under pressure, stress, and peak contracting cycles.
- Ability to manage upwards and proactively manage expectations.
- Exceptional negotiation and senior level stakeholder management skills.
- Passionate about working in an international context, proven intercultural communication competency and skills, professional and cooperative working style.
- Willingness to scale up skills as required by the tasks to be performed – corresponding measures are agreed with management.
- Ability to make decisions within their remit, while keeping the HoU and HoFA informed.

#### **D. ADDITIONAL INFORMATION**

- This position is based in the GIZ South Africa / Lesotho / eSwatini Country Office currently based in **Hatfield/ Pretoria**.
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation, and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age, or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- **The contract period for this position is Twenty-Four (24) Months.**

#### **E. APPLICATION PROCESS**

Suitable candidates should apply by submitting:

- A motivation letter (max. 1 page) stating why they should be the preferred candidate and the value added they will bring to the project.
- A **detailed CV**
- Proof of eligibility to work in South Africa (copy of SA ID)

**Applications should be submitted to:** [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de) with subject line “**Application for SPCS**” for the attention of Head of Human Resources.

Closing date for applications: **10<sup>th</sup> of July 2023**  
**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**