

WE ARE HIRING

Job Role: Junior Procurement
& Contracting Specialist

Reports to: Senior Finance Manager

Contract Duration: Until 31.12.2026

Location: Accra



Implemented by:
giz Deutsche Gesellschaft
für Internationale Zusammenarbeit
GIZ GmbH

Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs; and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The Market-Oriented Value Chains for Jobs and Growth in the ECOWAS region (MOVE) project focuses on building resilient cashew and rice value chains to contribute to the creation of jobs and income in West Africa, with ECOWAS as its main political partner. The project is mainly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-funding from the European Union and the Bill & Melinda Gates Foundation and implemented jointly with numerous private and public partners. MOVE intervention countries include Burkina Faso, Côte d'Ivoire, Ghana, Sierra Leone, and Nigeria.

Scope of Role:

In your role, you assist in working on all job orders within your remit and provide support as the main contact for advising managers and other staff members on all issues in the thematic area, in particular the procurement of service, materials and equipment, customs declarations and vehicle registration.

Tasks:

- Support with the preparation of IDPP request in accordance with project requirement.
- Support the review of consultants/firms' activities on the implementation of the IDPP contracts.
- Support the review of IDPPs progress report and make recommendations for improvement.
- Work closely with technical staff on the financial compliance of our partners organization in relation to all contracting related services or procurements.
- Assist line manager to provide partners and private organizations/SMEs with financial management training in accordance with GIZ standard procedures.
- Support with training and mentoring to partners, SMEs including IDPPs on procurement and contracts to compile with best practice and standards.

Profile:

- Minimum Bachelor's degree in Business Administration, Procurement, Economics or related fields
- Must be bilingual (English and French)
- Must be eligible and authorized to work in the country of assignment.
- At least 2 years work experience in the field of administration and procurement.
- Must have analytical skills.
- Excellent knowledge of MS Office Suite (Word, Excel, PowerPoint).
- Knowledge of GIZ processes is an added advantage.
- Ability to adapt to organizational change and willingness to travel.

How to Apply:

Interested and suitable applicants are to forward their Curriculum Vitae (C.V.) and a one-page cover letter stating their motivation to the position and added value to the project to recruitment-ghana@giz.de quoting the **Job Code 2025/JPS-MOVE/11/04**. If you do not hear from us four (4) weeks after the deadline, please consider your application unsuccessful.

GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are encouraged to apply.

 **Closing date: 25.04.2025**