

<b>Salary Band 2A</b>	<b>Temporary Procurement and Contracting Assistant</b>
Reports to:	Head of Procurement and Contracting
Duration	Six (6) Months

#### **HIRING BACKGROUND AND CONTEXT**

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German international organisation that advances sustainable development. The country office for GIZ South Africa, Lesotho, and Eswatini is based in Pretoria, Hatfield. We offer 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 temporary procurement specialist that will support our team in its operational and administrative tasks. Result and outcomes driven Procurement practitioners passionate about organisational transformation, sustainability, and digitalisation are strongly encouraged to apply for the position “Temporary Procurement and Contracting Assistant”. Diverse applicants from all walks of life are welcomed to apply for the role.

#### **A. RESPONSIBILITIES**

**The Temporary Procurement and Contracting Assistant** reports directly to the **Head of Procurement and Contracting** and is responsible for:

- Preparing the assessment report on the status of administration for the Unit, as well as proposals on the improvements to be made.
- Providing administrative support to the relevant procurement categories: Services, Goods, Logistics, and Administration.
- Supporting the coordinating of the office presence schedule and proposes improvements.
- Scheduling meetings, with clear and documented inputs and outputs such as pre-reading, agendas, and minutes.
- Generating a logical and sustainable filing system for the Procurement, Human Resources (HR), Risk and Management (R&M) and Portfolio Management Units - manual and digital – for audit and archiving completeness and accuracy.

## **B. TASKS**

### **Logistics Category**

The Temporary Procurement and Contracting Assistant supports the Logistics Specialist with the following tasks and activities:

- Shuttle/ transfer bookings
- Shuttle/ transfer invoice preparation and submission for payment
- Car hiring enquiries
- Visa related enquiries
- Individual accommodation bookings
- Small workshops/ meetings bookings
- Locating missing paperwork for receivables for travel, events, and accommodation requests
- Updating and maintaining supplier databases for approved hotels, shuttles, and airlines

### **Services and Contracting Category**

The Temporary Procurement and Contracting Assistant supports the Services category Specialists with the following tasks and activities:

- Managing the contract request dashboard and ensuring a more accessible and user-friendly supplier database
- Verifying that all the necessary information and documentation is accurately completed for service request submissions in line with the relevant checklists
- Logging and tracking physical contracts to ensure that they are couriered to service providers
- Supports to review the naming convention and approach for documentation uploaded onto the procurement sharepoint, as well as DMS
- Prints the proposals received by the EOI/Tender opening team
- Deputises for the EOI/ Tender opening team as and when required
- Verifies the technical and financial scores of the submission Assessment Grids.

### **Materials, Goods, and Equipment Category**

The Temporary Procurement and Contracting Assistant supports the Goods category Specialist with the following tasks and activities:

- Revamps the supplier database based on recent Enquiry Letters
- Assists with the acceptance of goods, inspects delivery, and ensures that the receipt is documented, and goods received checked appropriately

- Documents procedures and ensures the return of defective or non-compliant or defective goods
- Tracking and monitoring the processing and allocation of Common Portal requests
- Supports with the archiving and international shipping procedures of files
- Coordinates the procurement of stationery requests for the Unit and distributes upon receipt.

### **Cross-Category Tasks**

The Temporary Procurement and Contracting Assistant supports the Unit across all categories, with the following tasks and activities:

- Recording and tracking incoming EOI, mobile technology, vehicle registration, logistics, service, and goods requests
- Benchmarks turn-around time of Unit in line with SOPs
- Uploading of documentation on the procurement sharepoint, and DMS, including PDF compliant correspondence
- Drafting of accurate Regret Letters
- Printing of documents from the common portal such as full requests and quotations
- Monitors the list of the placement of adverts and follows up on execution
- Develop and populate annual plan template for upcoming Procurement and Contract requests
- Coordinates the collection of deliveries from Reception.

### **C. Other Duties / Additional Tasks**

The Temporary Procurement and Contracting Assistant

- Performs other office administration duties and tasks at the request of the Head of Unit, Procurement and Contracting.

### **D. REQUIRED QUALIFICATIONS, COMPETENCIES, AND EXPERIENCE**

#### **Qualifications**

- General Business Management or Business Administration diploma or certificate.
- Recent Graduates in the Supply Chain Management field interested in its functional administration are also welcomed to apply
- Similar qualification from a recognised tertiary institution will be considered.

**Professional Experience**

- At least 1-3 years or more professional experience in a comparable position.
- Prior experience in an international organisation is desirable.

**Other knowledge, additional competencies**

- Good working knowledge of office administration technologies and procedures
- Excellent computer literacy, knowledge of ITC and computer applications (MS Office Suite)
- Excellent verbal and written communication skills in English. German language skills are an added advantage
- Strong interpersonal and intercultural skills, as well as the ability to build relationship with diverse colleagues
- Focus on quality of work, multi-tasking, and is meticulous (very strong attention to detail)
- Service-orientation coupled with the ability to manage peers, as well as senior stakeholders
- Proactive, anticipates stakeholder needs and demonstrates problem solving skills
- Consistency, reliability, and flexibility in delivery, discipline, and punctuality.

**E. ADDITIONAL INFORMATION**

- This position is Pretoria-(Hatfield) based.
- The contract period for this position is six (6) months.

**F. APPLICATION PROCESS**

Suitable candidates should apply by submitting a motivation letter (max. 1 page) stating why they should be the preferred candidate. This should be accompanied by a detailed CV indicating nationality to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de) , with the email subject line **“Application for Temporary Procurement and Contracting Assistant”** for the attention of Head of Human Resource

Alternatively you can apply by following this link: [\\_https://giz.simplify.hr/vacancy/6vhzv7](https://giz.simplify.hr/vacancy/6vhzv7)

Closing date for applications: **09 September 2022**

**Only shortlisted candidates will be informed.**

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

