Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

# GIZ Pacific Island Countries
# GIZ Procurement Specialist – Contracts and Services

**GIZ Project Administration Unit (PAU)** is looking for a highly motivated candidate for the position of **Procurement Specialist** to undertake procurement of services and contracts tasks for all GIZ Pacific-based Programmes, 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.

The candidate under the responsibility of the Head of Unit, PAU will perform the following tasks:

**Major Functions:**

- Facilitate services, works and financing contracts using the GIZ SAP system per GIZ rules and regulations.
- Support, facilitate and monitor the progress of services/ works/ financing contracts and obtain relevant deliverables to substantiate costs.
- Responsible for carrying out due diligence measures on service providers, financial contribution recipients, landlords/ lessors, vendors.
- Proactively provide high calibre advisory services to GIZ Projects on all contracts and agreements.
- Maintain records of work deliverable evaluation and feedback on service providers from programs/other internal clients.
- Develop guidelines, templates and work process flows for procurement services function harmonized to GIZ rules.
- Provide trainings and orientation to GIZ employees, service providers/ vendors/ recipients and stakeholders in area of services/ works/ financing contracts.
- Maintain records of service provider honorarium index for GIZ Pacific.
- Facilitate the information exchange between GIZ Project and office to negotiate and maintain a pool of service providers for GIZ Pacific.
- Liaise with GIZ Head Office Procurement and Contracting Division in area of responsibility.
- Support the successful execution of internal and external audit and compliance measures.
- Supports the team with other Team relevant tasks as and when required including other corporate entrepreneurial or strategy-linked endeavours.

**Experiences & Qualification:**

- University Degree or Diploma in relevant field: Procurement Management, Business Administration, Office Management; CIPS; and similar fields
- At least 5 – 7 years professional working experience in a similar position in procurement management with emphasis on contracts, services and grants;
- High attention to detail, efficient in organizing service processes
- Excellent command of MS-Office Tools and experience with SAP/ Contract Management software packages.

**The following skills will be desirable:**

- Excellent office administration and organizational skills and ability to work under minimal supervision
- High standards of confidentiality and loyalty
- Excellent communication and interpersonal skills
- Prior experience in working with international or regional agencies including working in inter-cultural team environment.

**Our offer:**

Remuneration package to commensurate with qualification and experience. To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement- oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer on Salote.Dau@giz.de or by post/ hand delivered **no later than 4.00p.m Wednesday 13th August 2025** addressed to:

**VACANCY – GIZ Procurement Specialist: Contracts and Services**
**Lot 67, GIZ Haus,**
**Knolly Street, Suva**
**P.O.Box 14041, Suva.**

**GIZ is an equal opportunity employer**