

Salary Band:	Intern: Procurement and Contracting (x2)
Reports to:	Head of Unit – Procurement and Contracting

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)GmbH** is a GIZ is a service provider in the field of international cooperation for sustainable development and international education work, dedicated to shaping a future worth living around the world. We do so through projects in the thematic areas of economic development and employment promotion, energy and the environment, and peace and security. GIZ operates in approximately 120 countries worldwide, delivering business volume of approximately 4billion €.

The Country Office (CO) is in Hatfield, Pretoria and is instrumental to our work across 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 and partners.

The GIZ Country Office seeks a Procurement and Contracting Intern that can bring their Sustainable Procurement qualifications and passion to our team and organization.

The Procurement and Contracting Unit is looking for a highly motivated and talented Intern interested in Sustainable Public Procurement. The Procurement and Contracting Intern will work closely with the Head of Procurement and Contracting during a 6-month internship period to gain hands-on related experience essential for the success of their career. The intern will be responsible for the functional, organizational, and administrative support to the procurement function in accordance with the specific GIZ regulations and guidelines and coordinating processes effectively with colleagues in the Office, Projects, and Head Office. The opportunity is ideal for students who require an internship to graduate or for whom this would be their first internship/ working experience.

A. RESPONSIBILITIES

The **Intern: Procurement and Contracting**:

- Supports the data gathering for the Sustainable Procurement strategy implementation and integration across the Procurement Categories: Materials and Equipment, Logistics and Events, Service Contracts, Construction Contracts, and Financing Arrangements.

- Develops new and maintains ongoing information databases for the Unit such as Supplier Databases and Dashboards
- Utilises the information available with the CO and HQ to generate a comprehensive Spend Analysis
- Generates a Market Intelligence approach for the Unit and a sustainable methodology to ensuring continuous refresh
- Explores the expansion of existing digital tools and software to increased procurement category scope coverage
- Develops a Risk Register for Unit and establishes a procedure for regular review
- Supports the communication strategy for internal Sustainable Procurement activities and external Supplier Relationship Management.

B. TASKS

The Intern: Procurement and Contracting:

- Improves the templates of the CO with the aim of optimisation and standardisation, benchmarking with other CO across Africa where necessary
- Analyses the Records and Knowledge Management status of the Unit, proposes and implements solutions
- Develops updated Training Manuals for the Unit across major processes and categories
- Supports the KPI Reporting activities through the analysis of trends, and patterns, proposing solutions on requisition management
- Identifies and pilots new KPIs within the context of GIZ, and procurement best practice.

Sustainable Procurement

- Reviews Terms of Reference and Specifications in line with HO guidelines
- Analyses and links the GIZ Sustainable Procurement Strategy and Policy, within the context of national regulations such as Preferential Procurement
- Critical analysis of the EU, German and South African Public Procurement law and presentation thereof regarding recent changes
- Identifies opportunities for the incorporation of national regulations into the GIZ Procurement and Contracting processes
- Analyses the end-to-end Procurement and Contracting cycle with an aim to embed Sustainability requirements and guide requestors on integration during steps such as specification and screening
- Identified gaps in SOPs and makes recommendations for improvements.

Procurement of Services and Finance Arrangements Contracting

- Reviews GIZ tender guidelines and benchmarks go-to-market packages and processes with market and other CO, and proposes enhancements
- Reimagines the allocation and tracking of incoming requests on the Common Portal system, and designs escalation mechanisms to address delays and disputes during the process
- Improves Unit's request Quality Checklist and defines similar list for Project structures
- Supports Unit's achievement of Team Goal
- Coordinates with the Finance Unit for Templates that can be readied to process Advance Payments
- Checks for complete files and ensures correct filing methodology according to the GIZ Records Management guidelines.

Administrative Services and General Tasks

- Organises and files documents in reference files and Document Management System (DMS) in line with GIZ's filing rules
- Monitors the joint Procurement and Finance Filing policy and database daily and provides status updates on any issues or challenges
- Updates administrative processes for the Procurement and Contracting Unit upon request.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- Strictly a Bachelor of Commerce in Procurement, Supply Chain Management, or similar.
- Steps towards or the achievement of CIPS Accreditation or existing CIPS Membership, will be a distinct advantage.

Professional experience

- At 0 to 6 months professional experience in a comparable position.
- Excellent knowledge of procurement, logistics, events or supply chain management processes and procedures.

Other Knowledge, Additional Competences

- Excellent working knowledge of ICT (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office 365 suite, MS Teams, SAP is an added advantage);
- Native English language skills, a knowledge of German is an added advantage;
- Finely tuned organisational skills, must be able to work independently, show initiative and communicate effectively;
- Result orientated performance;
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media;
- Team player, collaborative, good interpersonal and intercultural skills;
- Ability to work under stress;
- Pro-active and ability to work independently and within given deadlines;
- Willingness to take on additional tasks as identified by Management.

D. ADDITIONAL INFORMATION

- This position is **Pretoria/Hatfield** based and will require everyday presence.
- At GIZ, you will be offered 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 is committed to be an equal opportunities employer, therefore, women and people with disabilities are strongly encouraged to apply.
- The contract period for this position is **6 months**.

E. WE OFFER

- International Public Procurement exposure in a unit where innovative ideas are welcome.
- Growth in a diverse and inclusive working environment
- Opportunities for you to have an impact on the projects/programmes we support and communities we serve.

F. APPLICATION PROCESS

Suitable candidates should apply by following this link:

<https://giz.simplify.hr/vacancy/ouhfww> and submit **a motivation letter (max 2 pages) and a detailed CV (Max 4 pages)** indicate your nationality, for the attention of Head of Human Resource (HR).

Closing date for applications: **14 November 2025.**

Only shortlisted candidates will be informed.

Applications without a motivation letter will not be considered!

Applications with CVs longer than 4 pages and/or motivational letter longer than 2 pages will not be considered!