

<b>Salary band 4A</b>	<b>Procurement and Contracting Specialist</b>
Reports to:	Head of Unit: Procurement and Contracting

## A. BACKGROUND

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 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 is seeking a Procurement and Contracting Specialist that can bring their sustainable procurement skills and knowledge to our team and organization.

## B. RESPONSIBILITIES

The Procurement and Contracting Specialist is responsible for the leading and managing of processes in the Procurement and Contracting function in accordance with the specific GIZ rules, regulations, and guidelines.

## C. TASKS

### 1. Procurement of Materials and Equipment and Logistics Management:

- Procures goods, materials, and equipment locally, regionally, and internationally, issues invitations to tender and processes orders in accordance with GIZ rules and regulations.
- Arranges for import and export of goods through customs.
- Manages shipments of orders to final end-user destinations, attending to the necessary materials, information, and financial flows.
- Ensures Procurement that is compliant with the German Supply Chain Diligence Act (LkSG).
- Monitors and accurately updates the business partner database and conducts regular market scouting for substitutes and alternatives.
- Accepts goods, inspects delivery for Quality Assurance purposes and coordinates quality issues regarding defective goods.
- Ensures correct import and inbound logistics procedures prompt receipt of orders, inspections for Quality Assurance defects reporting and complaints resolution.
- Adheres to the File Management Policy and prepares for the shipping of boxes to the Central Archives Section in accordance with mandatory retention requirements.
- Manages the importation of materials and equipment, ensuring correct Incoterms, inbound logistics, Customs, clearance, and collection procedures with external authorities or Logistics Service Providers.

- Manages end to end P2P processes in SAP.
- Supports the asset registry and inventory management process of the Finance Unit.
- Ensures end users have visibility and capabilities to track and trace shipments.

## **2. Administrative services and General Tasks:**

- Conducts market intelligence in different procurement and contracting areas to ensure GIZ obtains best quality/ offering at the best price.
- Organises and files documents in reference files and in line with GIZ's filing rules and structures (Records Management guidelines).
- Updates the filing system daily with incoming and outgoing correspondence including on Sharepoint and DMS.
- Supports the preparation and coordination of the shipping of boxes to HO for archiving.
- Proactively informs projects and programmes on time about the status of procurement, particularly in the event of any challenges or delays.
- Advises requestors and colleagues regarding complex procurement cases.
- 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 HR.

## **D. OTHER DUTIES/ ADDITIONAL TASKS**

The Procurement and Contracting Specialist

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

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

### **Qualifications**

- Bachelor of Arts (BA) degree in Purchasing and Supply or Supply Chain Management or Business Administration, recognised commercial diploma in business administration or similar.

### **Professional experience**

- At least 5 years' professional experience in a comparable position;
- Excellent knowledge of procurement procedures.

### **Other knowledge, additional competences**

- A very good working knowledge of Information and Communication Technologies (ICT) [related software, phone, fax, email, the internet] and computer applications (e.g. Microsoft (MS) Office, MS Teams, Systems, Applications and Products (SAP)).
- A very good knowledge of the English language, a knowledge of German is an added advantage.
- Finely tuned organisational skills, must be able to work independently, show initiative.
- Team player, good interpersonal and negotiation skills as well as time management.
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media.
- Proven intercultural communication competency and skills, professional and cooperative working style.
- Time management.
- Willingness to scale up skills as required by the tasks to be performed - corresponding measures are agreed with management.

## **F. ADDITIONAL INFORMATION**

This position is based the GIZ South Africa/Lesotho/eSwatini country office in Hatfield, Pretoria.

## **G. APPLICATION PROCESS**

Suitable candidates should apply by submitting a **motivation letter (max. 2 pages)** detailing why they should be the preferred candidate. This should be accompanied by a **detailed CV (max. 2 pages) indicating their nationality**.

**Internal Applicants ONLY** should submit application to: [recruit-preatoria@giz.de](mailto:recruit-preatoria@giz.de) with the email subject line **“Application for Procurement and Contracting Specialist”**, for the attention of Head of Human Resources. Applications from external applicants submitted to [recruit-preatoria@giz.de](mailto:recruit-preatoria@giz.de) **will not be considered**.

**External Applicants** must submit their applications by following this link:  
<https://giz.simplify.hr/vacancy/3je3sd>

We expressly welcome applications from women and historically marginalized groups.

Closing date for applications: **10<sup>th</sup> February 2026**.

Only shortlisted candidates will be contacted.

Applications without a motivation letter and CVs longer than 2 pages will not be considered!