
GIZ Office Manila

Travel and Event Services Specialist

(Band 4)

Main Role:

The incumbent ensures smooth operations by effectively and efficiently implementing GIZ Philippines activities through service delivery in event and travel acquisition and management.

In executing his/her responsibilities, the Travel and Event Services Specialist undertake the following key roles/tasks:

Major Functions/Duties:

Functional / Technical Operation or Service Delivery – Executes functional activities or assignments by utilizing functional knowledge on:

Event Services

- Oversee procurement requests for event services (hotels, events, trade fairs) under the authority of the GIZ Office Manila, including but not limited to purchase requisitions from the office, regional and projects abroad, CPS and InS projects, and local projects needs exceeding Service Unit (SU) procurement delegation.
- Performs plausibility checks on project requests and tender/procurement documents, ensuring they are complete and accurate according to the requirements specified in the P+R.
- Provides support to the requesting unit with their event requirements, such as but not limited to the required documents, through guidance, alignment, and clarification meetings to ensure compliance with commercial and legal standards.
- Implements appropriate contract awarding methods and procedures based on the threshold outlined in the P+R, ensuring that hospitality complies with the GIZ Regulations on Hospitality and Company Events.
- Coordinates with the relevant units in the Head Office (Procurement and Contracting Division, DSM, Insurance, and other applicable units) for clarifications, inquiries regarding P+R, procedures, and other matters related to procurement of services and hospitality topics.
- Utilizes the designated IT systems for executing competitive bidding and contract creation
- Handles and oversees the signing of tender documents and contracts/POs following the S4 authorization workflow specific to the country office
- Reviews and formally negotiates to bidders during the bidding phase to ensure adherence to GIZ requirements and established budget
- Ensures and maintains complete and properly label procurement documents in the unit CORE folder / SharePoint and DMS.
- Facilitates and negotiates corporate room rates with hotels by analysing hotel contracts and booking volume.
- Updates the BANF/PO records regularly
- Updates and maintains the hotel databases yearly and/or whenever new market information is acquired

Travel (Flight bookings)

- Handles flight booking arrangements for domestic and international travel in line with GIZ Travel Guidelines
- Coordinates with the commissioned travel agency on flight booking arrangements and ensures that the ticket is acquired according to the traveler's approved travel itineraries and in the most cost-effective manner
- Offers guidance to travelers regarding the flight reservation and acquisition procedure and usage of mileage whenever applicable
- Prepares QES for solely official trips exceeding the threshold for direct award purchase and creates cost comparisons for joint travels (combined: official + private)
- Ensures and obtains necessary approvals on QES for combined trips and in circumstances where the chosen flight is not the most economical.
- Verifies that the traveler's procedural documents are complete and in line with the SAP-CONCUR process.
- Makes sure that travel and medical insurance is secured for international flights for national staff, and for partners/counterparts if requested and authorized by the AV.

Program Support or Functional Expertise Consultation – develops tools/aids for implementing tasks in the SU/projects to ensure consistent and standard practices with the country office, meaning conforming to the applicable P+Rs and S4 processes and workflow.

- Circulates information posters and guides/aids whenever there are new developments, updates, or changes in the general administrative procedures of the country office, including adapted process flows with timelines (sourced from ARIS), local regulations, and S4 authorizations.
- Offers and conducts orientations on procurement of event services and travel arrangements.

GIZ PH Function Check and Oversight – Carries out tasks for the requesting units/projects and assists them to ensure that operational functions align with their milestones:

- Attends efficiently to the requester's purchase requisition and compliance needs by offering advice and guidance when clarification and additional information on their submitted purchase requisition documents are necessary.
- For monitoring progress of tenders and contracts, establishes and provides bidding schedule to the requester and quickly updates on the tendering status and when the PO and/or legal contract are finalized.
- Collaborate with the Commercial Auditors to provide supporting documents for travel and/or event services to assist in settlement

External Networking and Internal Communication – Facilitates information exchange between the internal and external stakeholders through e.g.:

- Handle events, facilitate logistics needs, and travel booking requirements for regional country office/s and/or projects abroad.
- Works with the requesting unit and business partner on pencil booked events and/or accommodation requirements. Ensures that substantiated and official

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- purchase requests exist, are documented, and accessible in the procurement file, serving as the primary supporting documents for the event/rooms contract.
- Notifies and offers updates to business partners regarding new S/4 invoicing and payment processes.

General Corporate Task – Executes assigned work responsibilities and/or additional tasks related to the role or organizational unit as needed and engages in task forces and other company-related entrepreneurial or strategy-oriented initiatives.

The incumbent aids in the execution of the S4HANA processes, thus these Terms of Reference (ToR) may be updated contingent to the functional adjustment of the S4HANA workflow.

Competency Requirements:

- Expertise and background in managing procurement of services contracts, especially for travel and event-related requirements.
- Proficiency and expertise in utilizing IT systems like SAP, MS Office 365 Applications, etc.
- Outstanding communication abilities in both spoken and written formats.
- Strong focus on details.
- Capability to connect well with individuals at all hierarchical levels and from various cultural backgrounds.
- Strong uphold of integrity and confidence in implementing company policies and procedures.
- Capability to collaborate efficiently as a team member.
- Adaptable and dynamic, with a passion for creativity and exploration.

Professional Qualifications:

- University degree or official professional certification in related area: management, business administration, tourism/travel management.
- Three (3) years of experience in managing procurement, event services, and travel/flight bookings/arrangement.

Line Manager: GOM Head of Procurement and Contracting

Duty Station: Makati City

Contract Duration: earliest possible date up to two (2) years, subject to extension