Procurement Assistant

Band 2

Main Role:
The incumbent contributes to smoothly running operations through an effective and efficient delivery of general clerical and support services.

Reporting Relationship:
The Procurement Assistant reports directly to the Head of Procurement and Contracting. The incumbent holds office in GIZ Office Manila, Makati City.

In carrying out his/her role, the Procurement Assistant performs the following major functions/duties:

Major Functions/Duties:

Procurement:

- Manages project requests for TELCO and SatPhones regarding new line applications and retention.
- Addresses project-related concerns and issues including but not limited to line redirection, plan upgrades, terminations, billing inquiries, etc.
- Guarantees that TELCO master data remains current.
- In collaboration with GOM Logistics Officer, manages the shipping of leftover procurement (B/E) folders to the archiving department in Germany.
- Supports in the procurement of materials and equipment
- Supports in the procurement of contracts for event and catering services.
- Supports in flight reservations following the SAP-CONCUR protocols, adheres to GIZ travel policies, and ensures compliance with procurement guidelines alongside the required paperwork (e.g. QES are issued and accessible on record.
- Onsite support during event proper

Other Administrative Functions:

- Enables delivery of printed (original) contracts (eg. local contribution contract) to the recipient and or to the GIZ project,
- If needed, arranges binder folder with appropriate label and section dividers adhering to required labeling format.

Corporate General Tasks – Performs other tasks relevant to the job or organization unit when the need arises and participates in task teams and other corporate entrepreneurial or strategy-linked endeavours.

Competency Requirements:

- Proficiency in office administration tasks
- Familiarity with procurement and clerical processing functions
- Excellent command of MS-Office and ability to learn SAP software
- Adeptness in working with modern telecommunications systems, including basic skill in troubleshooting
- High attention to details and efficiency in performing service processes
- Capacity to cooperate constructively and reliably with colleagues
- Mark of integrity, credibility, and authenticity

Professional Qualifications:

- Formal professional diploma/certificate in relevant field: management or business administration, office management
- At least one year experience in procurement and general office work

Contract Period:
Earliest possible date up to one year, with a possibility for an extension.