Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

GIZ Pacific Island Region
Procurement of Goods, Events and Travel Specialist
(Specialist Procurement and Contracts)

The GIZ Pacific Administration Unit (PAU) is seeking a Procurement of Goods, Events and Travel Specialist to be based in Suva. Reporting to the Head of PAU, you will coordinate procurement, events and travel services and help projects access reliable, compliant support. The role also serves as Officer-in-Charge for Procurement of Services.

WHAT YOU WILL DO

- Coordinate local and international procurement, from sourcing and tendering through supplier selection, purchase orders and delivery follow-up.
- Support procurement planning and market analysis, helping projects define requirements, assess value for money and select appropriate sourcing approaches.
- Manage contracts and supplier performance through delivery and close-out, address variations or risks and maintain complete records for oversight and audit.
- Arrange all aspects pertaining to official travel, including flight and accommodation bookings, quotations, changes, travel information and records.
- Organise all logistics for meetings, conferences and workshops and support official vehicle registration, insurance and accident claims.
- Proactively support procurement planning, organise work in area of responsibility and ensure work is aligned to GIZ's procurement and rules
- Monitor ongoing and new Procurement, ensure timely filing and documentation.
- Guide and provide training to project colleagues on procurement procedures, maintain supplier and framework agreement records and liaise with GIZ Head Office Procurement.
- Support PAU operations in required areas, including basic IT coordination and act as Officer-in-Charge for Procurement of Services when required – elevating knowledge in area of GIZ Procurement of Services.

WHAT YOU BRING

- A University Degree or Professional Diploma in Management, Business Administration, Procurement Management, Office Management or a related field.
- At least seven years' experience in Office Administration and at least five years' experience in Procurement.
- Procurement knowledge, strong MS Office and communication skills, very good organisation and attention to detail, ability to analyse and the ability to work with colleagues from diverse backgrounds. SAP Procurement experience is an advantage; integrity and sound judgement are essential.

WHAT WE OFFER

A remuneration package commensurate with your qualifications and experience. To request the full Terms of Reference, email Ms Salote Dau at salote.dau@giz.de

HOW TO APPLY

Submit an achievement-oriented CV, details of three referees and supporting documents to Ms Salote Dau, Senior HR Officer, by email at Salote.Dau@giz.de or by post/hand delivery. Applications must arrive by 4.00 p.m. on Wednesday 25 November 2026.

VACANCY – Procurement Specialist - Goods, Events and Travel Officer
(Specialist Procurement and Contracts)
Lot 67, GIZ Haus, Knolly Street, Suva
P.O. Box 14041, Suva.

GIZ is an equal opportunity employer