

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German government-owned enterprise with international operations. We implement commissions for the German federal government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 20,000 staff members worldwide.

GIZ Project Administration Unit (PAU) is looking for a highly motivated candidate for following position to be based with the GIZ PAU, Suva Office under the responsibility of the Head of Finance & Administration.

Senior Procurement Officer – Services and Contracts

The incumbent, as the Senior Procurement Officer – Services and Contracts for PAU-Suva will ensure the smooth execution of tasks related to procurement of services and financial contributions in GIZ –Project Administration Unit Suva, through organized and coordinated mechanisms, effective problem solving of day-to-day concerns, and the provision, through the appropriate administration of related reports, of critical inputs for management decision.

Major Functions/Duties:

In carrying out his/her role, the Senior Procurement Officer – Services and Contracts performs the following major functions/duties:

- Process consultancy firm contracts, appraiser contracts, financing agreements and local subsidy contracts in the GIZ system in accordance with GIZ rules and regulations;
- Monitor the progress of consultants/ consulting firms/construction and renovation contracts;
- Responsible of sending of advice or notice to the programme/project relevant to expiring contracts and agreements and lacking requirements for compliance relevant to submitted financial reporting;
- Maintain records of consultants/consulting firms' evaluation and feedback from programs/other internal clients and providing information on them programs seeking referrals on their services/expertise;
- Develop the guidelines for execution of the function in the projects to harmonize practice across projects and align to GIZ PuR, coaches, or acts as consultant to projects with regards to compliance to GIZ standards through e.g.:
 - Update procurement of service guidelines, FA/LS directives in line with GIZ PuR;
 - Develop and update procurement of service & FA/LS workflow charts and FA/LS accounting & reporting forms;
 - Conduct orientation for project staff in FA/LS and procurement of service processes and to grant proponents in FA/LS guidelines, processes, and reporting/accounting requirements;
- Maintain records of consultants/consulting firms' evaluation and feedback from programs/other internal clients and providing information on them programs seeking referrals on their services/expertise;
 - Verify project proposal and work and financial plan of the proponent upon request of the requesting project unit and provide advise to the project on the appropriate instrument;
 - Maintain hotel corporate rates database;
 - Update the honorarium index for GIZ Pacific ;
- Facilitate the information exchange between the component/Project members/work partners/other institutions through e.g.:
 - Negotiate and maintain a pool of service providers for common service requirements across programs, where volume or regularity of contractual arrangements spell economic advantage for GIZ;
- On behalf of the Projects carry out work for programs and/or sets up processes or checks in programs, with the purpose of ensuring that functional operations are according to GIZ rules and regulations through;
 - Provide the requisite supporting documents to PAU Finance for review of invoice as well as clarifies any discrepancies before payment processing;
 - Maintain files and organizing procurement of services documentations in B file as mandated in the PuR as well as updating records on DMS;
 - Bring to the attention of HoAF any matters related to procurement of services which requires particular attention;
- Performs work of other administrative staff and/or 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.

Experiences & Qualification

University Degree or formal professional diploma in relevant field: Management, Business Administration, Office Management; , Level II CIPS;

At least 4 – 5 years' professional working experience in a similar position in office administration or procurement, contracting and logistics;

High attention to detail, efficient in organizing service processes and economical in utilizing resources

Excellent command of MS-Office as well and experience with Accounting software packages.

The following skills will be desirable

- Positive attitude, zeal to learn and develop
- Excellent interpersonal and communication skills

- High attention to detail and efficiency in performing service processes
- High level of integrity, credibility, authenticity and confidentiality
- Experience with international working environment desirable

Our offer:

Remuneration package to commensurate with qualifications and experience. To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement-oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer on Salote.Dau@giz.de or by post/ hand delivered **no later than 4.00p.m Friday 15 July 2022** addressed to:

**VACANCY – Senior Procurement Officer – Services and Contracts_
Level 3, Module 2, Plaza One, Downtown Boulevard,
33 Ellery Street, Suva
P.O.Box 14041, Suva.**

GIZ is an equal opportunity employer