



giz Coordination
Office
South Sudan

Internal and External Vacancy Advertisement

Date Advertised: 03/06/2019

Deadline: 21/06/2019

POSITION (1): Head of procurement and logistics

Duty Station: Juba

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable and effective solutions in political, economic and social change processes.

Most of our work are commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations and the World Bank. We are equally committed to helping our clients in the private sector to attain their goals.

GIZ Coordination Office Juba is seeking for 1 qualified candidate to apply for the vacant position of Head of Procurement and Logistics.

In accordance with the terms and conditions below:

A. Responsibilities

The head of procurement and logistics is responsible for;

- efficiently dealing with queries about issues in his/her section
- performing tasks in compliance with GIZ's Orientation and Rules (O+R)
- correctly providing services within the team in accordance with GIZ's requirements

B. Tasks

1. Dialogue with administrative manager

- The head of procurement and logistics advises her superior (administrative manager) on questions relating to the thematic area and on issues that are relevant to different groups

2. Management responsibility

The head of procurement and logistics

- is responsible for the business areas, orders and measures assigned within the section and for managing all staff who report to her (management responsibility for staff in bands 1-3 and/or 1 staff member in band 4)
- manages staff in accordance with management principles and guidelines to promote a sense of corporate identity, enable employees to carry out tasks independently and create scope for creativity and innovation
- is responsible for recruiting, selecting, grading, planning the assignment of and professional development of staff members who report to him/her
- is also responsible for monitoring, managing staff and ensuring that they provide cost effective services



- carries out the annual staff assessment and development talk for staff members who report to him/her

3. Content-related tasks

The head of procurement and logistics

- ensures internal and external networking between different groups and thinks and acts outside the boundaries of the immediate team
- designs group and working procedures in line with objectives, requirements and the client's needs
- further develops themes and instruments in his/her working area and incorporates these into the overall context
- makes available expertise in the context of knowledge management and advises external parties on issues from the manager's area of responsibility
- networks with other units and considers management goals and requirements in providing services
- formulates solutions for complex issues and fundamental issues relating to the section

4. Other duties/additional tasks

The head of procurement and logistics

- performs other duties and tasks at the request of management

C. Required qualifications, competences and experience

Qualifications

- MSc/MBA/master's degree in law, economics, sociology or similar area

Professional experience

- At least 5 years' professional experience in a comparable position with management experience

Other knowledge, additional competences

- finely tuned organizational skills and ability to work on one's own initiative at the conceptual level
- very good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- very good knowledge of the European language widely used in the country, ideally a knowledge of German is required
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Application procedures

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office located next to Paradise Hotel, Ministries Road, Juba, or by email to **HR-Suedsudan@giz.de**. Applicants must send their applications not later than 21/06/2019 before 16:00hrs.

Hardcopy applications should be addressed and submitted to the GIZ-Coordination office. Please note that all applications should be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s), copy of national certificate.

Original documents will only be required for verification during interviews if requested.

NB.

- The position is open to South Sudanese Citizens and other nationality with valid work permit. Only shortlisted candidates will be contacted for interviews.
- Read, understand and examine your qualification before you apply.



- Ensure that your day contacts are reachable and that of your referees.
- Interview will be conducted in GIZ office only.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provide equal employment opportunity to all regardless of gender or disability. Women are highly encouraged to apply

