



Implemented by  
**giz** Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**WE ARE  
HIRING**

**Position:** Procurement and Contracting Specialist  
**Project:** Coordination Office  
**Reports to:** Head of Procurement and Contracting  
**Contract Duration:** 1-year renewable based on Performance  
**Location:** Juba, with occasional travel South Sudan



### Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is seeking a qualified candidate to fill the vacant position of **Technical Advisor** Peace Education and Social Cohesion for the new Project Local Governance and strengthening of peaceful coexistence in South Sudan.

### Scope of the Position:

Generally the procurement and Contract Specialist coordinate the process for procurement and awarding contracts, agree and enter into contracts in accordance with the relevant legal, contractual, socio-political, and corporate policy requirements and monitor the processing and fulfilment of those contracts in accordance with internal requirements and procedures works independently with guidelines defined by the Head of procurement and contracting, and in accordance with GIZ processes and rules.

### Your Tasks

- ❖ Performing tasks in compliance with GIZ's Processes and Rules (P+R) correctly providing services within the team in accordance with GIZ's requirements
- ❖ Processes procurement requests for procurement of goods and related materials, Local contribution contracts, Service contracts, and rent contracts.
- ❖ Coordinates with the GIZ headquarter on the mode delivery of procurement services and placement procedures of the various contracts.
- ❖ Capacitate staff members, consultants, and beneficiaries in financial and administrative issues, with a focus on procurement.
- ❖ Works hand in hand with his/her superior on questions relating to procurement and on issues that are relevant to different groups
- ❖ Manages confidential files, specifically in the areas of procurement.
- ❖ Accompanies team members to meetings if necessary
- ❖ Deputizes other colleagues in the department when need arises.
- ❖ Support filing documents in reference files (hardcopy), on the Teams folder or in DMS in line with GIZ's filing rules
- ❖ Supports the coordination with project teams in all matters related to procurement.
- ❖ Further develops themes and instruments in his/her working area and incorporates these into the overall context





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## Your Profile

- ❖ University degree, in Procurement and Logistics, Supply chain management, or a similar area.
- ❖ At least 2 years of professional experience in a comparable position.
- ❖ Good knowledge of the English language. Knowledge of Arabic would be an advantage.
- ❖ Good working knowledge of ITC technologies and computer applications.
- ❖ Experienced working in an international team.
- ❖ Good self-organization skills.
- ❖ Customer and service-oriented attitude.
- ❖ Willingness to upskill as required by the tasks to be performed.
- ❖ Ability to work under pressure

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## How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position by email to [HR-Suedsudan@giz.de](mailto:HR-Suedsudan@giz.de). Hand delivered application will NOT be received.

Please note that all applications must be submitted with **non-returnable** scans of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender, race, religion or disability (Zero Discrimination). Qualified women are highly encouraged to apply.

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**Opening Date:** 10/03/2023

**Closing Date:** 30/03/2023

