



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

**WE ARE
HIRING**

50.H.3
MDL
Approved
Inspector
03/10/2022
03 MAR 2022
MINISTRY OF LABOUR
SOUTH SUDAN

Position: Procurement and Contract Specialist
Project: Food Security and Management of Natural Resources
Reports to: Head of Administration and Finance
Contract Duration: Until September 2025
Location: Juba, with occasional travel in 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 urgently seeking a qualified candidate to fill the vacant position of Procurement and Contract Specialist for its projects "Food Security and Management of Natural Resources", "Improved Livelihoods and Psychosocial Support" and "Community Based Rural Development".

Scope of the Position:

Generally, the Procurement and Contract Specialist works independently with guidelines defined by the Head of Administration and Finance, and in accordance with GIZ processes and rules. The Procurement and Contract Specialist coordinates the processes for awarding service contracts, agree and enter into contracts in accordance with the relevant legal, contractual, socio-political and policy requirements and monitors the processing and fulfilment of those contracts.

Your Tasks

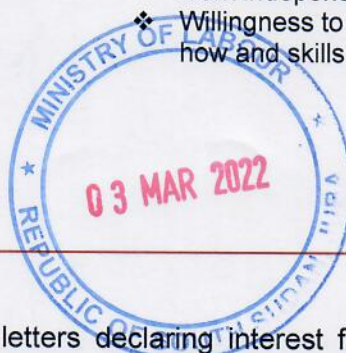
- ❖ Initiates and participates in tenders, evaluations, in concluding service agreements, and in the purchase of materials and equipment
- ❖ Advises the officer responsible for the contract and cooperation, and participates in entering and processing financial agreements
- ❖ Prepares contracts and orders for review by the authorized signatories
- ❖ Manages the asset software/disposal unit archive (Onsite asset)
- ❖ Harmonizes procurement practices across projects and ensure compliance to GIZ standards
- ❖ Documents and files completed order transactions in reference files or in DMS in line with GIZ's filing rules
- ❖ Negotiates and maintains a pool of suppliers for common goods and services across projects
- ❖ Contact person for recipients of local grants, accompanies them throughout the contract period

Your Profile

- ❖ MSc in public administration and management, or business management,



- with a focus on finance, controlling, purchasing or contract management or similar area
- ❖ Post graduate certificate/diploma in procurement and supply chain management (e.g. Certification in Procurement and Supply CIPS)
- ❖ At least 5 years professional experience in a comparable position
- ❖ Outstanding working knowledge of ICT (related software, phone, email, internet) and computer applications (e.g. MS Office, TEAMS)
- ❖ Excellent knowledge of specific software for procurement and contracts, especially SAP, ProSoft, CoSoft
- ❖ Excellent knowledge of the English language (written and spoken) as well basic knowledge of German (B1 level)
- ❖ International experience, ability to work in an intercultural environment (cultural sensitivity), experience in working with GIZ is an advantage
- ❖ High level of self-organization and ability to work independently
- ❖ Willingness to continuously update know-how and skills in a changing environment



How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to **HR-Suedsudan@giz.de**.

Please note that all applications must be submitted with **non-returnable** photocopies 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 or disability. Qualified women are highly encouraged to apply.

Opening Date: 02/03/2022

Closing Date: 22/03/2022

