



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

WE ARE HIRING

Position: Contracting Specialist
Project: Governance Bundle Projects
Reports to: Project Finance and Admin Manager
Contract Duration: Till June 2024
Location: Juba, with occasional travel within 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 **Contract Specialist** for its Governance Bundle Project (Rural Governance in South Sudan, Local Governance and promotion of peaceful co-existence in South Sudan and SGBV).

Scope of the Position:

Generally, the Contract Specialist coordinate the process for awarding contracts, agree and process 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 Project Finance and Admin Manager, and in accordance with GIZ processes and rules. The Contract Specialist perform the specified commercial, organizational and administrative tasks correctly and on schedule in collaboration and consultation with the line manager, in accordance with the specified objective and with due regard for legal, contractual and internal requirements and procedures

Your Tasks

- ❖ Main contact person for procurement of services, Local Subsidies and Financing Agreements (LS/FA) in the project
- ❖ Advise project colleagues on procedures and requirements in relation to different kinds of contracts and procurement of services/goods according to internal regulations (P+R)
- ❖ Main contact person for recipients of local grants and service providers and

accompanies them throughout the contract period

- ❖ Initiate and participate in tenders, evaluations, in concluding service agreements and take part (as required) in processing orders for purchase of materials and equipment.
- ❖ Participate in Commercial and Legal and Eligibility Checks (including Sanction list checks)



- ❖ Assess submitted budget proposals of LS/FA and ensure that they are in line with GIZ's regulation.
- ❖ Prepare contracts within the project's threshold and submit for review by the authorized signatories.
- ❖ Liaise with the GIZ Coordination Office Juba for preparing contracts above the project's threshold. This includes compiling all required documents, digital filing in the project folders and submission of request and supporting documents to the Coordination Office.
- ❖ Follow-up on contract installments and settlements with Contractors and Recipients.
- ❖ Report on status of all contracts periodically.
- ❖ Bring to the attention of the Superior and Project Manager any irregularities.
- ❖ Document and file contracts, transaction copies, in line with GIZ's filing rules.
- ❖ Prepare orders for goods (as may be required) for review by the authorized signatories.
- ❖ Where appropriate and reasonable, the position holder will perform tasks outside the scope of the job description.

Your Profile

- ❖ Bachelor of Arts Degree in business management, public administration, finance, with a focus on contract and purchase 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 ITC technologies ((related software, e-mail, internet) and computer applications (e.g. MS Office, Teams).
- ❖ Excellent knowledge of the English language (written and spoken).
- ❖ 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, race, religion or disability (Zero Discrimination). Qualified women are highly encouraged to apply.

Opening Date: 06/09/2022

Closing Date: 26/09/2022

