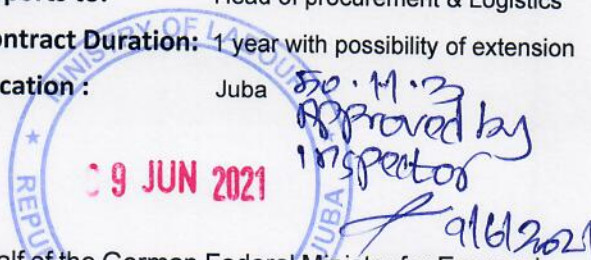


# WE ARE HIRING

**Position:** Procurement & Contract Officer  
**Project:** GIZ Coordination Office  
**Reports to:** Head of procurement & Logistics  
**Contract Duration:** 1 year with possibility of extension  
**Location:** Juba



## Project Brief 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 1 qualified South Sudanese candidate to fill the vacant position of Procurement & Contract Officer.

## Scope of the Position:

Generally, procurement & contract officers perform their duties in accordance with guidelines defined by the manager or are under the instruction of professionals in higher position.

## Your Tasks

- Dealing with all questions arising in this area
- Identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
- Further developing instruments and assisting in introducing innovation and change
- Local procurement of materials and equipment, invitations to tender and order processing in accordance with GIZ regulations and possibly in consultation with Head Office
- Processing customs declaration procedures (duty-free import of goods, entering information in customs declaration database, producing statistics)
- Checking ship consignments
- Monitoring clearing of goods
- Organising and coordinating collection of goods maintains data relevant for procurement and tenders in ProSoft and CoSoft
- Checking invoices for goods, vouchers, payment instructions and complaints
- Safe transportation of goods to destination
- Processing claims for damage goods
- Documents and files completed order transactions in reference files or in DMS in line with GIZ's filing rules
- Participates in the entire process of vehicle registration (initial registration and documentation of both private and official vehicles, tax and insurance issues with project vehicles), new registrations and Registration renewal and insurance
- Forwarding registration and insurance papers to the responsible project/programme staff
- Processing accident insurance claims against local and German insurance companies, in cooperation with GIZ Head Office
- Provides input to information for GIZ staff in the country on customs issues for private goods, vehicle registration and insurance for private cars, and the GIZ office service package for outward travel
- Participates in tenders, 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 into and processing financial agreements
- Organises distribution of office funds and other office supplies
- Perform other duties and tasks at the request of management

## Your Profile



BSc in procurement & logistics management or business management with a focus on finance controlling, purchasing & contract management or similar area

Very good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, Teams)

Very good command of the English language (verbal and written)

Willingness to learn and upskill as required according to the tasks to be performed

Must be able to multitask and work well under pressure

Minimum of 2-3 years' in procurement & contract management

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### 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.

This position is only open for South Sudanese national, non-national with residence permit can apply. Application without a copy of nationality or residence permit will not be considered.

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.

**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.**

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#### Opening Date

**6/09/2021**

#### Closing Date

**06/30/2021**

