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| Salary Band 4A | Contracts and Logistics Officer |
| Reports to: | South Africa PfP Component Manager: Partnerships for Prevention of Violence against Women and Girls in Southern Africa Programme (PfP) |
| Duration | January – Dec 2020 |

1. PROJECT BACKGROUND

The German and Southern African Regional Governments (South Africa, Lesotho and Zambia) have agreed on a joint initiative: The Partnerships for **Prevention of Violence against Women and Girls Programme (PfP)**. The overall objective of the programme is to strengthen the cooperation between governmental, non-governmental and private sector actors to prevent violence against women and girls in Southern Africa with four outputs; namely:

- **Output A:** Strengthening the institutional capacities of actors for coordinating and implementing prevention measures;
- **Output B:** Implement flagship measures to prevent **Violence against Women and Girls (VAWG)**, and which take account of local conditions and innovations;
- **Output C:** Implementation of practical research projects which can be used to examine information needs at global, regional and national level and the actors' need for evidence;
- **Output D:** Regional exchange where actors from different countries in Southern Africa meet to share the lessons and research findings generated in the other outputs at national and/or sub-national level are communicated and discussed.

The programme further promotes multi-stakeholder initiatives for joint and shared implementation of prevention activities, where various actors can make contributions.

The Procurement and Contracts Officer will be primarily responsible for supporting the smooth administrative and financial running of the South Africa Component of the PfP Programme

A. RESPONSIBILITIES

The Contracts and Logistics Officer is responsible for:

- Managing all contractual, procurement and financial tasks of the programme in line with GIZ rules and regulations;
- Managing logistics for partner events initiated by the Programme;
- Supporting participants of events (flights, accommodation, per diems, visas etc);
- In all tasks, she/he shall manage the Programme resources and assets responsibly and according to GIZ Rules and Orientations.

B. TASKS

The Contracts and Logistics Officer is expected to carry out the following tasks and services:

1. Contracts Administration

- Prepare and follow up on contracts, requests for experts and consultants, Local Subsidies and Financial Agreements etc.;
- Advise and assist all project staff and technical advisors (TA) in particular about rules and regulations regarding contract management within GIZ;
- Maintain and update a contract management system including contract schedule, flagging of due dates, payments due, expiry dates etc. Inform management timorously of upcoming contract expiry dates and handle contract extensions;
- Contracts budget: participating in the preparation of contracts budget & periodic monitoring;
- Act as liaison with GIZ Offices and Head Office regarding all matters concerning contracts and procurement of goods and services;
- Handle internal and external project correspondence plus comebacks from GIZ Office regarding contracts and agreements;
- Monitor invoices received against contracts, follow up on payment obligations arising from contracts and act as liaison between TA's in charge and GIZ office.

2. Finance Administration

- Support in preparing the programme budget planning
- Support monitor income and expenses in accordance with the budget and the monthly bank reconciliation;
- Manage and monitor real accounts (payables, receivables) and reports regularly to the Component Manager;

- Help prepare annual internal control.

3. Procurement of Goods and Services

- Manage all procurement of equipment and services and manage assets according to GIZ rules and regulations;
- Draft internal contracts under the threshold of EUR 2,500;
- Coordinate procurement of equipment and assets (computers, office furniture, cars, etc.) via GIZ office;
- Assist and advise Technical Advisors and the PfP SA Manager on costing of activities/services/ procurement;
- Make sure that all purchased equipment is part of the inventory of the respective programme.

4. Logistics and Implementation of Activities and events

- Planning and organising administrative and logistical aspects of programme activities, especially the implementation of project activities with partners (external seminars, meetings, workshops etc.);
- Regularly updates the team on activities and deadlines regarding training activities / events;
- Cooperates with relevant service providers as a focal point (hotel and conference venues, shuttle bookings, travel agents, embassies for visa facilitation, facilitators, trainers etc.);
- Coordinates with the technical advisors and GIZ office on the mode of service delivery (i.e. contract management with consultants, workshops, seminars);
- Ensures that information regarding programme activities is exchanged between project/programme staff, partners and other institutions;
- Maintains regular contact and well-functioning information sharing with communication and logistics counterparts at partner and other GIZ offices;
- Regularly updates the team on activities and deadlines regarding events;
- Is responsible for recording and documenting of implemented activities;
- Maintains cooperation and working relations with partner counterparts as well as with relevant service providers (hotel and conference venues, travel agents, facilitators, trainers, printers, editors etc.);
- Coordinates stand-in within the team, while out of office or on duty trips;
- Supports technical advisors with budgeting for logistical project activities and monitoring expenses in accordance with the respective budget allocation.

5. Any other duties and tasks as per the request of the management

- Manage administrative tasks relating to the different GIZ instruments;
- Coordinate the Admin and Finance interns in tasks delegated to them; provide mentoring and guidance;
- Participates in Team meetings;
- Performs other duties and tasks at the request of management; and
- Supports knowledge management by filing documents in reference files or in DMS in line with GIZ's filing rules.

In the fulfilment of all tasks and duties, the rules and standards of development co-operation of GIZ must be upheld.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications

- University Degree business administration desirable (equivalent of BA or MBA)

Professional experience

- At least Five (5) years' professional experience in a comparable position;
- Excellent Administrative background.

Knowledge and Additional Competences

- Good working knowledge of ICT related software (especially Microsoft office, SAP, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- Fluency in English;
- Experience with workshop organization, regional and / or international travel planning, and logistical support required;
- Very good communication and organizational skills;
- Structured approach to working under tight deadlines;
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

D. DETAILS OF THE POST

Assignment:

- The post will be based at the GIZ offices in Pretoria, Gauteng, with limited travel to the Eastern Cape (Port Elizabeth) when required.
- The applicant must be available for limited travel within South Africa and the Southern African region when required.

Suitable candidates should apply by submitting their **detailed CV** and a **motivation letter** to: recruit-pretoria@giz.de attention Head of Unit, Dorothee Taaibosch, with the subject line: **“Application for the PfP- Contracts and Logistics Officer“**

Closing date for applications: **06 December 2019**

**Only shortlisted candidates will be informed.
Applications without a motivation letter will not be considered!**