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| **Salary band 3 –** **Junior professional 3A** | Junior Procurement Professional – part time position |
| Reports to: | Head of Finance and Administration |
| Deputy: | -- |

1. **Responsibilities**

The junior procurement professional provides support in

* 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
* managing knowledge by disseminating and documenting know-how, experience and information

**The junior procurement professional performs the following tasks:**

1. **Tasks**
2. **Purchasing, procurement**

The junior procurement professional

* in accordance with GIZ regulations and possibly in consultation with Head Office, assists with local procurement of materials and equipment, invitations to tender and order processing
* maintains data relevant for procurement and tenders in ProSoft
* assists with checking invoices for goods, vouchers, payment instructions and complaints
* assists with the safe transport of goods to destination
* assists with processing claims for damage to goods
* documents and files completed order transactions in reference files or in DMS in line with GIZ’s filing rules
1. **Customs declarations**

The junior procurement professional

* assists the officer in processing customs declaration procedures (duty-free import of goods, entering information in customs declaration database, producing statistics)
* assists with checking ship consignments
* assists with monitoring clearing of goods
* assists with organising and coordinating collection of goods
1. **Vehicle registration**

The junior procurement professional

* 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 insurance
* assists in forwarding registration and insurance papers to the responsible project/programme staff
* assists with processing accident insurance claims against local and German insurance companies, in cooperation with GIZ Head Office
1. **Administrative services**

The junior procurement professional

* 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
1. **General tasks**

The junior procurement professional

* 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
1. **Other duties/additional tasks**

The junior procurement professional

* maintains the inventory list for the office
* performs other duties and tasks at the request of management
1. **Required qualifications, competences and experience**

**Qualifications**

* BA/MSc in business management with a focus on finance, controlling, purchasing or contract management or similar area

**Professional experience**

* initial experience (internship or similar) in this area

**Other knowledge, additional competences**

* outstanding working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
* very good knowledge of the European language widely used in the country, ideally a knowledge of German
* willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

**Qualified candidates are kindly asked to send their applications by e-mail to: hr.azerbaijan@giz.de**

**Please indicate the name of the position (Procurement Professional) you are applying for in the subject line of the email.**

**Application deadline: 02.03.2020**

**Please be advised that only shortlisted candidates will be invited to the interview**